

**FURTHER DETAILS REGARDING MAIN TOPICS OF  
PROGRAMME NO. 10/2015 (Item No. 20 & 21)**

**STORES/PURCHASE OFFICER  
(GENERAL & SOCIETY CATEGORY)**

**KERALA CO-OPERATIVE MILK MARKETING  
FEDERATION LIMITED**

**(CATEGORY Nos. 340/2012 & 341/2012)**

**PART I**

**Module I : Kerala Co-operative Societies Act 1969**

Registration of societies, members – rights and liabilities, Management of societies, Audit, Inquiry, Inspection, Settlement of disputes, Administrative setup of Co-operative department in Kerala, Winding up of societies, Organisation and structure of Kerala Co-operative Milk Marketing Federation Ltd.

**Module II : Business Environment**

Economic Systems, Industrial Policy, Liberalisation, Privatisation, Globalization, MNCs, FDI, Role of state in business.

**Module III : Financial Accounting**

Objectives of Accounting, Users of accounting information, Some basic accounting terms - Accounting concepts - Final Accounts.

**Module IV : Cost Accounting**

Meaning, objectives, cost concepts, classification of cost, methods of costing, advantages of costing, Material control, Objectives, Purchasing department, Purchase procedure, Material stores control, Types of stores, EOQ, Stock levels of materials.

**Module V**

Relevance of Economics for business decisions – Demand Analysis – Demand curve and demand function – Elasticity of demand and its estimation – Demand Forecasting – Production and cost of production – production function – cost concepts – cost volume profit Analysis – Break even chart – Economics of scale and scope. Market structure and price – output decisions – pricing under perfect competition – pricing under monopoly – pricing under Oligopoly.

**Module VI**

Schools of Management thought – science school, quantitative school, scientific management school – Process of management – planning – types of plans – organizing – organization design – structure & process – line & staff – delegation – centralization and decentralization – directing and controlling – control techniques.

Functions of management in the context of globalization and opening up of economy  
– Coping with economic downturns – Future of management.

### **Module VII**

Production as a value addition process – its ingredients – 5 P's of operations management – Material, man and machinery – Design function. Plant location – plant layout – Economy of size – Quality Management, Quality control – Statistical Quality Control (including process control) TQM – Quality circles – JIT – Six Sigma – Service Quality.

### **Module VIII**

Importance of materials management, integrated approach. Materials management at micro-macro levels. Total concept – Systems approach – Materials planning – Materials Budget – Purchasing, Purchasing organization, duties of purchasing department, purchasing procedures and records – Stores management and Control: Stores and Stores organization.

## **PART II: GENERAL KNOWLEDGE, CURRENT AFFAIRS & RENAISSANCE IN KERALA**

### **Salient Features of Indian Constitution**

Salient features of the Constitution - Preamble- Its significance and its place in the interpretation of the Constitution.

Fundamental Rights - Directive Principles of State Policy - Relation between Fundamental Rights and Directive Principles - Fundamental Duties.

Executive - Legislature - Judiciary - Both at Union and State Level. - Other Constitutional Authorities.

Centre-State Relations - Legislative - Administrative and Financial.

Services under the Union and the States.

Emergency Provisions.

Amendment Provisions of the Constitution.

### **Social Welfare Legislations and Programmes**

Social Service Legislations like Right to Information Act, Prevention of atrocities against

Women & Children, Food Security Act, Environmental Acts etc. and Social Welfare Programmes like Employment Guarantee Programme, Organ and Blood Donation etc.

## **RENAISSANCE IN KERALA**

### **Towards A New Society**

Introduction to English education - various missionary organisations and their functioning- founding of educational institutions, factories, printing press etc.

### **Efforts To Reform The Society**

#### **(A) Socio-Religious reform Movements**

SNDP Yogam, Nair Service Society, Yogakshema Sabha, Sadhu Jana Paripalana Sangham, Vaala Samudaya Parishkarani Sabha, Samathwa Samajam, Islam Dharma Paripalana Sangham, Prathyaksha Raksha Daiva Sabha, Sahodara Prasthanam etc.

**(B) Struggles and Social Revolts**

Upper cloth revolts.Channar agitation, Vaikom Sathyagraha, Guruvayoor Sathyagraha, Paliyam Sathyagraha. Kuttamkulam Sathyagraha, Temple Entry Proclamation, Temple Entry Act .Malyalee Memorial, Ezhava Memorial etc. Malabar riots, Civil Disobedience Movement, Abstention movement etc.

**Role Of Press In Renaissance**

*Malayalee, Swadeshabhimani, Vivekodayam, Mithavadi, Swaraj, Malayala Manorama, Bhashaposhini, Mathnubhoomi, Kerala Kaumudi, Samadarsi, Kesari, Al-Ameen, Prabhatham, Yukthivadi, etc*

**Awakening Through Literature**

Novel, Drama, Poetry, *Purogamana Sahithya Prasthanam, Nataka Prashtanam*, Library movement etc

**Women And Social Change**

Parvathi Nenmenimangalam, Arya Pallam, A V Kuttimalu Amma, Lalitha Prabhu.Akkamma Cheriyan, Anna Chandi, Lalithambika Antharjanam and others

**Leaders Of Renaissance**

Thycaud Ayya Vaikundar, Sree Narayana Guru, Ayyan Kali.Chattampi Swamikal, Brahmananda Sivayogi, Vagbhadananda, Poikayil Yohannan(Kumara Guru) Dr Palpu, Palakkunnath Abraham Malpan, Mampuram Thangal, Sahodaran Ayyappan, Pandit K P Karuppan, Pampadi John Joseph, Mannathu Padmanabhan, V T Bhattathirippad, Vakkom Abdul Khadar Maulavi, Makthi Thangal, Blessed Elias Kuriakose Chaavra, Barrister G P Pillai, TK Madhavan, Moorkoth Kumaran, C. Krishnan, K P Kesava Menon, Dr.Ayyathan Gopalan, C V Kunjuraman, Kuroor Neelakantan Namboothiripad, Velukkutty Arayan, K P Vellon, P K Chathan Master, K Kelappan, P. Krishna Pillai, A K Gopalan, T R Krishnaswami Iyer, C Kesavan. Swami Ananda Theerthan , M C Joseph, Kuttippuzha Krishnapillai and others

**Literary Figures**

Kodungallur Kunhikkuttan Thampuram, KeralaVarma Valiyakoyi Thampuram, Kandathil Varghese Mappila. Kumaran Asan, Vallathol Narayana Menon, Ulloor S Parameswara Iyer, G Sankara Kurup, Changampuzha Krishna Pillai, Chandu Menon, Vaikom Muhammad Basheer. Kesav Dev, Thakazhi Sivasankara Pillai, Ponkunnam Varky, S K Pottakkad and others

**GENERAL KNOWLEDGE AND CURRENT AFFAIRS**

General Knowledge and Current Affairs

***NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.***