

**GENERAL MANAGER KERALA STATE CO-OPERATIVE
AGRICULTURAL AND RURAL DEVELOPMENT BANK LIMITED**
(Category No. 010/2022)

Total :100 Marks

Module 1. Capitalism, socialism and communism- cooperatives and other forms of business organizations- distinctive features of cooperative organization vis-à-vis-, partnership and joint stock companies- a cooperative as an institution and as an enterprise- cooperative common wealth. **(2 marks)**

Module 2. Principles of cooperation- Rochdale pioneers (I stage)- reformulated principles by ICA (II stage)- Karve Committee on Cooperative Principles(III stage)- Principles of ICA in 1995(IV stage)- distinction between Cooperative values and cooperative principles. **(3 marks)**

Module 3. (i) Short term and medium term cooperative credit structure- primary agricultural credit societies- urban cooperative Banks and state cooperative Banks, (ii) Long term credit structure-PCARDBs and SCRABDs (iii) General Purpose and special purpose agricultural marketing societies- primary marketing societies and their federations including NAFED, rubber marketing societies and their federations, dairy cooperative societies and their federations, fishery cooperatives and their federations (iv) processing cooperatives-need and importance (v)Housing cooperatives and their federations(vi) Consumer cooperatives and their federations (vii) Industrial cooperatives and their federations- handlooms and power looms, coir, handicrafts (viii) Workers cooperatives –significance of workers cooperatives in Kerala. **(3 marks)**

Module 4. NAFED,IFFCO,KRIBCO,NABARD,NDDB,NCDC, and National Housing Bank and other national organizations providing assistance to housing cooperatives. **(3 marks)**

Module 5. Definition-objectives-scope-advantage-difference between audit of cooperative societies and joint stock companies- special features of cooperative audit- administrative set up for cooperative audit-types of audit-mechanical audit-preparations for audit and framing of audit programme-staged of practical audit-mechanical audit, administrative audit, preparation of final statement-reconciliation of bank accounts- cooperative auditor- duties, powers and liabilities-audit report- audit certificate- audit classification- assessment and levy of audit fees. **(3 marks)**

Module 6. Managing the social process in a cooperative, competition, conflict and cooperation. Associative character of a cooperative and managing a cooperative association. Issues in organizing a cooperative - size of the organization- small area vs large area, single purpose vs multipurpose cooperatives- multipurpose vs multifunctional cooperatives- unitary vs federal cooperatives- designer vs greenhouse cooperatives- issues in financing a cooperative- evaluating a cooperative organization- member dimension, enterprise dimension and ethical dimension. **(3 marks)**

Module 7. arbitration and awards- provisions and procedures- execution and enforcement of awards- provisions and procedures, appeals, review and revision-meaning and distinction- authority of appeals- cooperative tribunal- constitution and powers- offences and penalties- provisions and procedures. **(2 marks)**

Module 8. State aid to cooperatives-share capital contribution- principal state partnership fund- subsidiary state partnership fund- grants- subsidies- owned

funds- borrowed funds.

(3 marks)

Module 9. Evolution of cooperative legislation in India- the 1904 Act, the Act of 1912, transfer of cooperation as provincial subject, National development Council Resolution 1956, the Model Cooperative Societies Bill 1957, the Model Cooperative Societies Bill 1991 by Planning Commission- Trend towards parallel Cooperative Laws- Andhra Pradesh Mutually Aided Cooperative Societies Act 1995, Multi State Cooperative Societies Act 1984 and its replacement in 2002. Evolutions of Cooperative legislation in Kerala and enactment of Kerala Cooperative Societies Act 1969.

(3 marks)

Module - 10

Introduction to accounting standards – IFRS converged accounting standards- Applicability of accounting standards – preparation of financial statement- cash flow statement – Accounting for bonus and right issue- Investment accounts- Department Accounts- Hire purchase - branch accounts- accounting for insurance claims- Accounting for incomplete records

(5 Marks)

Module - 11

Incorporation of a company, Prospectus and allotment of securities- share capital and debentures- Company management and administration- deceleration and payment of dividend- Accounts of companies- Audit and Auditors

(5 Marks)

Module - 12

Material cost- Employee cost- Overheads- activity based costing- cost sheet- cost accounting system- Unit and batch costing-job costing- contract costing- process and operation costing- joint products and byproducts- service costing- standard

costing- marginal costing- budget and budgetary control

(5 marks)

Module - 13

Basic concepts- residence and scope of total income- income which do not form part of total income- heads of income- income from salaries, house property- profit and gains of business or profession, capital gains and other sources- set off and carry forward- deductions- advance tax- filing of return of income and self-assessment

(5 marks)

Module - 14

Audit strategy- Audit planning and audit programme- Audit documentation- audit evidence- Risk assessment and internal control- Audit in automated environment- Audit sampling- company audit- Audit report-

(5 marks)

Module - 15

Financing decisions- Investment decisions- Dividend decisions- ratio analysis- capital structure - Risk Analysis in Capital Budgeting- Introduction to Working Capital Management- Treasury and Cash Management -Management of Inventor- Management of Receivables - Management of Payables (Creditors)- Financing of Working Capital

(5 marks)

Module - 16

Introduction to strategic management- dynamic of competitive strategy- strategic management process- corporate level strategies- business level strategies- functional level strategies- organisational level strategies- strategic leadership- strategy implementation and control

(5 marks)

Module 17 – Meaning, Nature, Scope and Objectives - Role of financial manager.

Time value of money -Risk-Return relationship - Sources of finance- Cost of Capital - Meaning and concept-Significance-Calculation of specific costs and composite cost (WACC)

(8 marks)

Module 18- Capital structure- Theories and value of the firm - Net income approach, Net operating income approach, Traditional approach, Modigliani Miller Model- Determining the optimal capital structure-Concept of leverage- Types of leverage: Operating leverage, Financial leverage, and Combined leverage- EBIT- EPS Analysis **(8 marks)**

Module 19 - Capital Budgeting Decisions, Techniques - Payback period, NPV, IRR, Profitability Index-NPV v/s IRR, Risk analysis in Capital Budgeting (Probability and Decision Tree Analysis) - Capital Rationing-Sensitivity Analysis **(8 marks)**

Module 20 - Dividend Policy-Factors determining Dividend Policy, Theories of dividend-Gordon Model, Walter Model, MM Hypothesis, Forms of dividend-Dividend policies in practice **(8 marks)**

Module 21- Concept of working capital- Factors affecting working capital requirements – Working capital policies-Management of working capital - Forecasting working capital requirements - Cash management - Receivables management - Inventory management **(8 marks)**

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