PERIYAR UNIVERSITY
SALEM – 636 011

PERIYAR INSTITUTE OF DISTANCE EDUCATION (PRIDE)

B.COM DEGREE IN CO-OPEATION
REGULATIONS AND SYLLABUS

(Effective from the academic year 2008 – 2009 and thereafter)
B.COM DEGREE IN CO-OPERATION

REGULATIONS

1. OBJECTIVES OF THE COURSE

The objectives of the B.Com., Co-operation degree course are given under:

1. To enable the students to acquire knowledge and skill in Co-operation and Management.

2. To enhance the professional skill and talents of the students to manage the challenges of co-operative institutions and allied enterprises.

2. CONDITIONS FOR ADMISSION

A candidate, who has passed Higher Secondary Course examination under the Board of Higher secondary Examinations, Tamil Nadu or as per norms set by the Government of Tamil Nadu or examinations accepted as equivalent thereto by the syndicate subject to such conditions as may be prescribed thereto, are eligible for admission to B.Com., [Co-operation] degree course in a manner prescribed hereunder.

DURATION OF THE COURSE:

The course of the degree of B.Com., in Co-operation shall be based on Non- Semester pattern without internal assessment. Duration of the course shall be three years.
COURSE OF STUDY AND SCHEME OF EXAMINATIONS:

The course of study shall comprise instructions in the following subjects according to the syllabus and books prescribed from time to time. The course of study and the scheme of examination are as follows:

**FIRST YEAR**

<table>
<thead>
<tr>
<th>No</th>
<th>Paper</th>
<th>Paper Code</th>
<th>Title of the paper</th>
<th>Duration</th>
<th>Max. marks</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Language Part-I</td>
<td>Code</td>
<td>Tamil</td>
<td>3 Hrs</td>
<td>100</td>
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<tr>
<td>2</td>
<td>Language Part-II</td>
<td>Code</td>
<td>English</td>
<td>3 Hrs</td>
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<td>3</td>
<td>Major paper-I</td>
<td>Code</td>
<td>Theory and Development of Co-operation</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>Major paper-II</td>
<td>Code</td>
<td>Co-operative Finance and Banking</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Allied paper-I</td>
<td>Code</td>
<td>Principles of Economics</td>
<td>3 Hrs</td>
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**SECOND YEAR**

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<tr>
<th>No</th>
<th>Paper</th>
<th>Paper Code</th>
<th>Title of the paper</th>
<th>Duration</th>
<th>Max. marks</th>
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</thead>
<tbody>
<tr>
<td>6</td>
<td>Major paper-III</td>
<td>Code</td>
<td>Production, Trade &amp; Service Co-operatives</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>7</td>
<td>Major paper-IV</td>
<td>Code</td>
<td>Financial &amp; Co-operative Accountancy</td>
<td>3 Hrs</td>
<td>100</td>
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<tr>
<td>8</td>
<td>Major paper-V</td>
<td>Code</td>
<td>Co-operative Mgt &amp; Administration</td>
<td>3 Hrs</td>
<td>100</td>
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<tr>
<td>9</td>
<td>Major paper-VI</td>
<td>Code</td>
<td>Marketing &amp; Sales Management</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>10</td>
<td>Allied Paper-II</td>
<td>Code</td>
<td>Business Mathematics</td>
<td>3 Hrs</td>
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THIRD YEAR

<table>
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<tr>
<th></th>
<th>Major Paper</th>
<th>Course</th>
<th>Hours</th>
<th>Marks</th>
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<tbody>
<tr>
<td>10</td>
<td>Major Paper-VII</td>
<td>Co-operative Legal Framework</td>
<td>3 Hrs</td>
<td>100</td>
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<tr>
<td>11</td>
<td>Major Paper-VIII</td>
<td>Cost &amp; Management Accounting</td>
<td>3 Hrs</td>
<td>100</td>
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<td>12</td>
<td>Major Paper IX</td>
<td>Auditing</td>
<td>3 Hrs</td>
<td>100</td>
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<tr>
<td>13</td>
<td>Major Paper-X</td>
<td>Business Communication</td>
<td>3 Hrs</td>
<td>100</td>
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<tr>
<td>14</td>
<td>Major Paper-XI</td>
<td>Practical Training (Internship)</td>
<td>3 Hrs</td>
<td>100</td>
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</table>

EXAMINATIONS

The theory examinations shall be three hours duration to each paper at the end of each year. The candidates failing in any subject(s) will be permitted to appear for each failed subject(s) in the subsequent examination. The practical training (Internship) examination for the course should be conducted at the end of third year. A candidate shall be declared to have passed the examination in each paper if he/she secured not less than 40% of the marks in the university examination. For practical paper a minimum of 40 marks out of 100 marks in the university examination is required to pass the examination.
CLASSIFICATION OF SUCCESSFUL CANDIDATES

Candidates who secure not less than 60% of the aggregate marks in the whole examination shall be declared to have passed the examination with First class. Candidates who secured the marks between 50 and 59 percentages shall be declared to have passed the examination in Second class and others who secured between 40 and 49 percentages of marks shall be declared to have passed the examination with Third class. Candidates who obtain 75% and above in the aggregate shall be deemed to have passed the examination in First Class with Distinction, provided they pass all the examinations prescribed for the course at the first appearance.

Candidates who pass all the examinations prescribed for the course at the first instance and within a period three academic years from the year of admission to the course only are eligible for University Ranking.

COMMENCEMENT OF THE REGULATION

These regulations shall take effect from the academic year 2008-2009. i.e., for students who are to be admitted in to the first year of the course during the academic year 2008-2009 and thereafter.
QUESTION PAPER PATTERN

The pattern of the Question paper for B.Com.,Co-operation Degree Examination is as follows:

Time: 3 Hrs Maximum Marks-100

PART-A (10X2=20 Marks)

Note:
1. Answer all questions in one or two sentences
2. All questions carry equal marks
   (Two questions from each Unit)

PART-B (5X7=35 Marks)

Note:
1. Answer any five questions out of eight questions.
   (Short Answers)
2. All questions carry equal marks.

PART-C (3X15=45 Marks)

Note:
1. Answer any 3 questions out of five questions
2. All questions carry equal marks.
MAJOR PAPER-I
THEORY AND DEVELOPMENT OF CO-OPERATION

UNIT-I

UNIT-II

UNIT-III
UNIT-IV

Co-operative Development in India – Pre-independence era:

UNIT-V


REFERENCES:

UNIT-I


UNIT-II


UNIT-III

Non-Agricultural Credit: Constitution, objectives, functions and problems of Urban Co-operative Banks, Employees Co-operative Credit Society, Industrial Co-operative Bank, Housing Co-operatives.
UNIT-IV


UNIT-V


REFERENCES:


ALLIED PAPER-I
PRINCIPLES OF ECONOMICS

UNIT-I

UNIT-II

UNIT-III

UNIT-IV

UNIT-V
REFERENCES:

2. Dewett K.K., Modern Economic Theory.
3. Mitra J.K., An Introduction to the basic principles of Economics.
4. Arokiasamy M.S., Micro Economics.
MAJOR PAPER-III
PRODUCTION, TRADE AND SERVICE CO-OPERATIVES

UNIT-I


UNIT-II


UNIT-III

UNIT-IV

Co-operative Marketing: Importance, structure, functions, progress and problems of (a) Primary Co-operative Marketing Society, (b) State Marketing Federation (TANFED), (c) National Agricultural Co-operative Marketing Federation (NAFED). Linking of credit with marketing. Marketing co-operatives in America.

UNIT-V


REFERENCES:


MAJOR PAPER-IV

FINANCIAL AND CO-OPERATIVE ACCOUNTANCY

UNIT-I


UNIT-II


UNIT-III


UNIT-IV

**Evolution of cooperative account Keeping** – Difference between Co-operative Account keeping and Double Entry book keeping –

UNIT-V


REFERENCES:

2. Grawal T.S. *Double Entry Book Keeping*
3. Dr.Maheswari S.N., *Management Accounting*. 
MAJOR PAER-V

CO-OPERATIVE MANAGEMENT AND ADMINISTRATION

UNIT-I

UNIT-II

UNIT-III
Functional Management: Meaning, Objectives and functions of Production management, Material management, HRM, Financial management and Marketing management.

UNIT-IV
UNIT-V


REFERENCES:


5. Bedi R.D., Law for Co-operatives
UNIT-I


UNIT-II

Marketing functions: Classification of marketing functions – Functions of exchange: Buying, selling, assembling - their significance – and methods. Auxiliary functions: Standardization and grading, transportation, storage and warehousing, market financing and risk bearing. Market informations - their significance.

UNIT-III


UNIT-IV

Organizing Sales force: Recruitment and selection – Motivation and rewarding of salesman – Induction and training of sales people – Salesmen productivity.
UNIT-V


**REFERENCES:**


ALLIED PAPER-II
BUSINESS MATHEMATICS

UNIT-I
Number system: Fractions, decimals percentage, ratios and proportions. Interest rates and Annuities – Types of interest rates – Simple and compound interest. Concept of present value and amount of sum; Types of annuities; Present value and amount of an annuity; including the case of continuous compounding; Valuation of simple loans and debentures.

UNIT-II
Matrices and Determinants: Definition of matrix; Types of matrices; Algebra of matrices; Properties of determinants, Calculation of various determinants up to third order – Adjoint of a matrix, elementary row or column operations; Finding inverse of a matrix through adjoint and elementary row or column operations; Solution of a system of linear equations having unique solution and involving not more than three variables.

UNIT-III
Linear Programming: Formulation of LPP: Graphical method of solution ; Problems relating to variables including the case of mixed constraints, Cases having no solution, multiple solutions, unbounded solution and redundant constraints – Transportation Problems.
UNIT-IV

UNIT-V
Correlation: Meaning and definition – Methods of correlation – Karl Pearson and Spearman’s rank correlation methods – Concept of time series – Components of time series – Measuring long term trend by least square method – Definition of probability (Simple problems only).

REFERENCES:

UNIT-I

History of Co-operative Legislation in India: Co-operative Credit Societies Act, 1904 – Co-operative Societies Act, 1912 – Multi Unit
Recent developments in Co-operative legislation.

UNIT-II


UNIT-III

Detailed Study of the Tamil Nadu Co-operative Societies Act, 1983:
Provisions relating to Settlement of dispute, Winding up and cancellation of registration of co-operative societies, Appeal, Revision and Review – Offences and Penalties (with relevant rules).

UNIT-IV

Allied laws: Indian Contract Act, 1872 – [sections 1 to 75]


UNIT-V


REFERENCES:


3. Weeraman P.E., *The Effect of Co-operative Law on the autonomy of Co-operatives in South East Asia*, New Delhi, ICA.

MAJOR PAPER-VIII
COST AND MANAGEMENT ACCOUNTING

UNIT-I

UNIT-II

UNIT-III

UNIT-IV
UNIT-V

Accounting Ratios: Meaning, Advantages and Limitations – Computation of different categories of ratio – Budgetary control: Meaning, Concept – Preparation of Flexible, Cash and Production budget.

REFERENCES:

1. Maheswari S.N., Cost and Management Accounting.
2. Iyengar S.P., Cost and Management Accounting.
MAJOR PAPER-IX
AUDITING

UNIT-I

UNIT-II

UNIT-III
Distinguishing features of audit from Inspection and supervision.
Commencement of audit – Mechanical
and Administrative audit – Methods of conducting administrative audit along with the routine checking of different books.

**UNIT-IV**

**Audit programmes for selected societies:** Various stages of audit in Co-operative credit institutions, Marketing society, Consumer stores, Housing society. Classification on the Reserve Bank of India standard – Preparation of final audit memorandum and its enclosures.
Verification and Valuation of assets/liabilities; Creation of reserves – General principles.

**UNIT-V**

**Embezzlement and Frauds:** Various methods – Methods of their detection – Safeguards to be employed in Internal checking and internal auditing – Rectification of defects – Defects pointed out in audit – their compliance – Audit notes – Important circulars.

**REFERENCES:**

   IBJ Company Ltd., New Delhi.

UNIT-I

Introduction: Meaning, Definition and Principles of communication – Need and Importance of communication in business and management
– Kinds of communication – Channels of communication - communication process – Elements of good communication.
Barriers to communication.

UNIT-II


UNIT-III

Trade enquiries and replies: Quotation - replies to trade references and Status enquires – Orders, execution, and Cancellation of orders – Complaints - Claims and adjustment – Application letters.

UNIT-IV

Correspondence of a company secretary – Copy writing for advertisements.

UNIT-V

Drafting: Agenda - Minutes of meeting - Précis writing - Memos and note making – Expanding notes – Drafting of business and market reports.

REFERENCES:


MAJOR PAPER-XI

PRACTICAL TRAINING (INTERNSHIP)

I. OBJECTIVES

To give practical knowledge on the general working of various types of Agricultural and Non-agricultural co-operative societies.

To train in the day-to-day administration, account maintenance and auditing of various co-operatives.

To provide opportunities for developing the ability to apply the theoretical knowledge for solving practical problems of co-operation.

II. METHOD OF ORGANISATION

Each B.Com (Co-operation) degree students has to undergo internship in any three co-operative institutions from among the list given below. The students are expected to spend not less than 5 days in each selected Co-operatives institutions for collection of relevant data and information. Based on the data collected from the institutions he has to prepare a report (in duplicate) not exceeding 75 pages (for each institution 25 pages). A copy of the report is to be submitted to the Periyar university and the other copy is to be brought to the Viva-Voice Examinations.
LIST OF CO-OPERATIVE INSTITUTIONS TO BE SELECTED FOR INTERNSHIP TRAINING:

Primary Agricultural Co-operatives Bank
District Central Co-operative Bank
Primary Agricultural and Rural Development Bank
Urban Co-operative Bank
Employees Co-operative Credit Society
Housing Co-operative society
Primary Consumers Co-operative Stores
Primary Co-operative Marketing Society
Primary weavers Co-operative Society
Primary Milk Producers Co-operative Society
District Co-operative Union
Office of the Deputy registrar of Co-operative Societies.
District Co-operative Audit Office

PROCEDURE FOR INTERNSHIPS:

During the days of internship programme, the students are expected know the following aspects of the societies. Detailed study of general working of the selected society. Gaining practical knowledge with reference functions staff duties. Accounts maintenance. Books/Forms maintained and used, practical problems and suggestions for improvements Students assigned to various offices of the co-operative department shall gain knowledge in the following areas:
Various sections and details of the office work, Registration of societies, Statutory matters like amendment of Bye-law Audit, Inspection, Inquiring, Arbitration and Liquidation of societies, Department stock-taking in consumer stores.

MAINTENACE OF RECORD:

Students should maintain a separate Internship record and this record is to be submitted within 10 days after the completion of the internship programme. The Internship record should contain all the informations the students have gathered from the society and the work they learnt there. For the interest of those students who have not obtained Internship training in other types of societies a common seminar may be organized so that students will share the practical knowledge gained by them.

ASSESSMENT OF INTERNSHIP

The Practical training (Internship) will be assessed by two examiners (one internal and the other external) appointed by the Periyar university. It is done in two stages.

Evaluation of internship record (60 Marks):

(a) Internship underwent : 30 Marks
(b) Internship record : 30 Marks

Under the internship programme the time spent, the work learnt, work turned out, behaviour and attitude to work will have to be assessed. A proper proforma is to be evolved by each college, which will be filled in by the internship trainee. The external
examiners will have to evaluate the work done on the basis of information contained in the performa and assign marks. The record is to be assessed on the basis of the following criteria:

- Whether the records reflect the active participation of the students in the internship programme?
- Whether sectional work books, accounts maintained and procedure are recorded?
- Whether the data have been presented well, sequence of ideas, clarity, use of the tables, diagrams, etc.?
- Whether key problems have been identified?
- Whether practical working known is recorded well?

**VIVA-VOCE EXAMINATION (40 MARKS)**

The Viva-Voce examination will be conducted by the examiners on the basis of internship record. Each student has to be interviewed at least for about 10 minutes in the institutions in which he underwent the training and marks shall be awarded to him on the basis of the following criteria.

1. Factual Information about the co-operatives : 15 Marks
2. Knowledge of the problems and solutions : 15 Marks
3. Clarity and expressions : 10 Marks