

**DETAILED SYLLABUS FOR THE POST OF DEPUTY FINANCE
MANAGER IN KERALA STATE CO-OPERATIVE COIR
MARKETING FEDERATION LIMITED
(Cat.No. : 2842024, 285/2024)**

Total Marks : 100

MODULE I: Financial Management (10 Marks)

Introduction to Financial management Analysis and Interpretation of financial Statements -Ratio Analysis - Application of Ratio Analysis in Cooperatives. Funds Flow and Cash Flow Analysis -Significance and Procedure - Interpretation of funds flow and cash flow statement. Working Capital Management-Concept and need of Working Capital - Estimating Working Capital -Optimum level of current assets - Managing Cash - Managing accounts receivable - Managing Inventories. Designing the capital structure for cooperatives - Features of an appropriate capital structure and its determinants - Sources of Capital in Cooperatives - Cost of capital in Cooperatives. Budgets - Preparation of Various budgets- budgetary control. Funds management -Significance of funds management in Cooperatives - Credit appraisal - Recovery Management - Managing Term loans- raising of term loans - Internal financing- compulsory deposit -Collective and follow up measures. Capital Budgeting - Process of capital Budgeting - Types of Evaluation. Reporting to management for financial decisions - Objectives and type of Reporting.

MODULE II: Taxation Law and Accounts (10 Marks)

Income-tax law- Concept of previous year and assessment year- Basis of Charge and Rates of Tax. Residential status and scope of total income. Heads of income and the provisions governing computation of income under different heads-Salaries - Income from house property-Profits and gains of business or profession -Capital Gains-Income from other sources. Assessment of Income of different persons: - Hindu Undivided Family-Firms-LLP-Association of Persons- Cooperative Societies- Trusts, Charitable and Religious Institutions. Corporate Taxation: Classification, tax incidence, computation of taxable income and assessment of tax liability-Tax on distribution of profit - Minimum Alternate Tax (MAT) - other provisions relating to company. Assessment Procedure-Types of returns-Due date filing the returns-E-filing-Procedure for E-filing of returns -Different forms for filing the return- Demand, Recovery, Assessment, appeal, revision, and settlement-Types of Assessment-Liability for E Commerce transactions- Procedure for the application of PAN-TAN-Methods of Tax collection- TDS-TCS-Advance payment of Tax. Income Tax authorities and their powers-Penalties and prosecutions applicable to individual assessee - procedure for the imposition of penalty fines and prosecution-concepts of tax planning-tax avoidance-tax evasion.Goods and Service Tax - Introduction-background of GST-GST Models-Registration of dealers-Administration of GST-Chargeability-Rate of Tax - Computation of VAT-GST - filling of returns.

MODULE III: Cooperative Law, Management and Administration (10 Marks)

Co-operative Legislation in India and in Kerala- Evolution of co-operative legislation in India the1904 Act, the Act of 1912, transfer of co-operation as provincial subject, National Development Council Resolution 1956, the Model Co-operative Societies Bill1957, the Model Cooperative Societies Bill 1991 by

Planning Commission- Trend towards parallel Co-operative Laws - Andhra Pradesh Mutually Aided Co-operative Societies Act 1995, Multi state Cooperative Societies Act 1984 and its replacement in 2002. Evolution of Cooperative legislation in Kerala. The enactment of Kerala – Co-operative Societies Act 1969. Major amendments in brief (2010 & 2013) .Kerala Co-operative Societies Act (Act 21 of 1969) - Preamble and its significance important definitions- registration of Co-operative societies- procedure for registration, Byelaws- contents- amendment of byelaws- change of name and liability amalgamation and division of cooperative societies. Membership- qualification for membership rights and liabilities of members, removal and expulsion of members, withdrawal and transfer of shares by members, restriction on holding shares, nomination by members. Management of Cooperatives- Annual general meeting, Special general meeting, powers of general body, constitution of committee, term, reservation for weaker sections, disqualification of committee members. Election- State Co-operative Election Commission and its powers – election procedure, appointment of delegates, supersession of the committee, appointment of administrator/administrative committee- seizure of books and records. Privileges of Cooperatives-charge and set off, register of members as prima facie evidence -exemption from stamp duty, taxes and fees, deduction of dues of co-operatives – exemption from compulsory registration of 52 certain documents. Enquiry, Inspection and Supervision -procedures - Surcharge – procedures. Settlement of disputes – arbitration and awards – provisions and procedures -Execution and enforcement of awards – provisions and procedures. Appeals, review and revision meaning and distinction – authority of appeals – Co-operative Tribunal- constitution and powers. Offences and penalties-provisions and procedures.-Co-operative ombudsman- powers and appointment. Winding up and dissolution of co-operative societies – appointment and powers of liquidators – procedures – settlement of claims.

MODULE IV: Cooperative Audit (10 Marks)

Audit- Auditing: Definition and Advantages- Objects of Co-operative Audit- Different types of Cooperative Audit-Difference between Cooperative Audit and other Audits. Internal Control:Nature and Objectives of Internal Control- Internal check and Internal.Audit Programme, routine checking and Vouching. Adjustment Entries, Rectification Entries and Closing Entries.Valuation and Verification of Assets- Closing Stock- Including Stock of consignment. Verification of Contingent Liabilities- Estimation of bad and Doubtful assets and creation of Reserves and Provisions.Examination and Analysis of Manufacturing Accounts, Trading Account, Profit and Loss Account and Balance Sheet. Audit Objections- suggestions for Improvement- Reporting of serious objections. Tax Audit- Conduct, Preparation and Submission of Tax Audit Report under the Income Tax Act. Assessment of Audit Fee and Audit Classification.

MODULE V: Financial markets and instruments (10 Marks)

Structure of financial markets- Money market- Capital market- Market for mortgages- Market for financial guarantees- Foreign exchange market-Primary and secondary markets- Major players and instruments in secondary market- Functions of stock exchanges- Securities traded in the stock exchange- Major stock exchanges in India-Trading and settlement procedure- Online trading- Dematerialisation of securities- Different types of stock indices- Constructing indices.

MODULE VI: Marketing Management (10 Marks)

Meaning, Modern and Traditional Concepts-Marketing Mix-Element of marketing mix. Marketing for Cooperatives. Marketing segmentation- positioning. Product policy and planning. Product line cycle. Marketing strategy. Marketing planning. Marketing strategy for cooperatives, Formulating market strategy for cooperatives in different sectors. Pricing -pricing objective, setting the price-setting price objectives- pricing methods etc. Marketing information systems. Integrated marketing.

MODULE VII: Cost Accounting (10 Marks)

Nature and significance of cost accounts-Definition of Costing, Scope, Objectives, Functions and limitations of cost accounting-Installation of costing system-Elements of Cost- Cost centre and profit centre-Preparation of Cost sheet, tender of quotations. Methods of Costing-Process costing, Treatment of equivalent production- Inter process profit-Joint and by product Costing- Preparation of contract account, Cost plus contract and escalation clause. Marginal Costing-Meaning-Difference between marginal costing and absorption costing - Break Even Analysis -Cost Volume Profit Analysis - Decision Making-Key factor- Make or buy—Product/Sales mix decisions—Pricing decisions—Capacity determination. Standard Costing and Variance Analysis-Material, Labor and Overheads -reporting of variances UNIT-IV Cost control and Cost Reduction-Control over wastages, Scrap, Spoilage and defectives- Methods of cost reduction. Activity based costing-Meaning and concept-Characteristics of ABC-Benefits from adoption of ABC-Just in Time Costing (JIT).

MODULE VIII: Enterprise Information Systems (10 Marks)

Introduction to Enterprise Business Processes-Risks and controls for specific business processes: Procure to pay (P2P), Order to cash, Inventory Cycle, Hire to Retire, Supply Chain Management, Fixed Assets etc.- Applicable regulatory and compliance requirements including computer related offences, privacy, cyber-crime, Sensitive Personal Data Information of Information Technology Act, 2000. Financial and Accounting systems-Integrated (ERP) and non-integrated systems with related risks and controls-Business process modules and their integration with Financial and Accounting systems-Reporting Systems and MIS, Data Analytics and Business Intelligence-Business Reporting and fundamentals of XBRL (extensible Business Reporting Language)-Applicable regulatory and compliance requirements. Information systems and its components- Components of Automated Information Systems-Application Systems, Database, Network and Operating System with related risks and controls- Mapping of Organization structure with segregation of duties in Information Systems. E-commerce, M-commerce and emerging technologies-Components and Architecture of E-Commerce and M-Commerce with related risks and controls- Business process flow with its related risks and controls-Applicable regulatory and compliance requirements-Emerging technologies with its related risks and controls. Core banking systems -Components and Architecture of CBS and related risks and controls-Core modules of banking and Business process flow and its related risks and controls- Reporting Systems and MIS, Data Analytics and Business Intelligence -Applicable regulatory and compliance requirements.

MODULE IX: Business Mathematics (10 Marks)

Matrices: Definition of a matrix. Types of matrices. Algebra of matrices. Applications of matrices operations for solution to simple business and economic problems. Calculation of values of determinants up to third order. Finding inverse of a matrix through determinant method. Solution of system of linear equation up to three variables. Differential Calculus: Mathematical functions and their types – linear, quadratic, polynomial. Concepts of limit, and continuity of a function. Concept of differentiation. Rules of differentiation – simple standard forms. Applications of differentiation – elasticity of demand and supply. Maxima and Minima of functions (involving second or third order derivatives) relating to cost, revenue and profit. Basic Mathematics of Finance: Simple and compound interest. Rates of interest – nominal, effective and continuous – and their inter-relationships. Compounding and discounting of a sum using different types of rates. Business Statistics -Uni-variate Analysis Measures of Central Tendency including Arithmetic mean, Geometric mean and Harmonic mean: properties and applications; Mode and Median. Partition values – quartiles, deciles, and percentiles. Measures of Variation: absolute and relative. Range, quartile deviation and mean deviation; Variance and Standard deviation: calculation and properties. Unit II: Bi-variate Analysis Simple Linear Correlation Analysis: Meaning, and measurement. Karl Pearson's co-efficient and Spearman's rank correlation. Simple Linear Regression Analysis: Regression equations and estimation. Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.

MODULE X: Behavioural Finance (10 Marks)

Introduction to behavioural aspects of finance - Investment Process- Decision making under uncertainty –Risk perceptions- Behavioural and Cognitive Learning Theories-Brief History of Rational Thought: Pascal-Fermat to Friedman-Savage. Introduction to Neoclassical Economics & Expected Utility Theory- Capital Asset Pricing Model, Misconceptions about Market Efficiency, & Agency Theory-Applications in decision making. Prospect Theory-Framing- Mental Accounting-Anomalies -Applications in decision making. Noise Trading- Limits to Arbitrage-Heuristics and Biases-Overconfidence-Applications in decision making. Emotion and Neuroscience-Group Behavior: Conformism, herding, fatal attractions- Managing Group conformism and Group behavior in Investment decisions – Managing Investments under market volatility. Capital Market Conditions -Analysis and Interpretations: Analyzing trends and price movements in the capital market and examining relationship to behavioral functions.

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.