SYLLABUS FOR EXAMINATION FOR THE POST OF MANAGER GRADE II - SOCIETY CATEGORY (KERALA STATE CO-OPERATIVE CONSUMERS FEDERATION LTD.) - BY TRANSFER RECRUITMENT NCA FOR : EZHAVA/THIYYA/BILLAVA (CAT.NO:616/2022)

Total Marks: 100

Module 1: **Origin and Development of Co-operation and principles of cooperation**

(10 Marks)

Origin and Development of Co-operation- Features - Different aspects of Co-operation- Economic, Social and Morale. Co-operation and other Economic Systems- Capitalism- Socialism and Communism -Co-operatives and other Forms of Business Organizations- Distinctive Features of a Co-operative Organization vis-à-visPartnership and Joint Stock Companies- A Co-operative as an Institution and as an Enterprise - Cooperative Common Wealth.- Principles of Cooperation Prinicples of Cooperation Contributed By Rochdale Pioneers, Karve Committee And International Cooperative Alliance – Comparison of Cooperation With Capitalism And Socialism – International Cooperative Alliance - Cooperative Day, Cooperative Week, Cooperative Flag, Cooperative Journals

Module 2: **Administration and Management of Cooperatives (10 marks)**
Administrative Set up of Co-operative Department in Kerala - State Level - District level and Thaluk level - Powers and Responsibilities of Co-operative Department - Conferment of Powers of Registrar - Functional Registrars in Kerala - Need for Separating Administration from Audit – Employment Opportunities in Cooperative Sector – Selection Procedure. Meetings Including General Body Meeting – Election, Duties, Responsibilities and Workings of Management Committee- Books and Records of Societies- Role of Registrar of Cooperatives – Bye Law And Amendment – Membership – Inquiry , Inspection and Supervision – Cooperative Audit - Special Features of Cooperative Accounting- Books and Registers Kept by Co-operatives as per Kerala Co-operative Societies Act and Rules

Module 3:   **Co-operative Audit (10 Marks)**

Co-operative Audit - Definition - Objectives - Scope - Advantage - Difference between Audit of Co-operative Societies and Joint Stock Companies - Special Features of Co-operative Audit Administrative Set Up for Co-operative Audit - Types of Audit - Preparations for Audit and Framing of Audit Programme - Stages of Practical Audit - Mechanical Audit- Administrative Audit- Preparation of Final Statements - Reconciliation of Bank Accounts – Co-operative Auditor - Duties - Powers and Liabilities - Audit Report - Audit Certificate - Audit Classification - Assessment and Levy of Audit Fees.

Module 4:   **Disputes Management in Cooperatives (5 Marks)**

Disputes in Cooperatives – Arbitration and its Procedures – Award – Enforcement of Award – Execution and its Procedures – Recoveries – Attachment of Property – Powers of Cooperative Arbitration Court and its Powers- Appeal Review and Revision- Working of Cooperative Tribunal – Offenses and Penalties

Module 5:   **Winding Up and Dissolution of Cooperative Societies (5 Marks)**

Winding Up And Dissolution Of Cooperative Societies – Procedure For Liquidation Circumstances Of Winding Up – Appointment, Power Of Liquidator – Disposal Of Records Of Winding Up Of A Society – Cancellation Of Registration Of A Society

Module 6:   **Types of Cooperatives in Kerala (10 Marks)**

Organizational Structure of Cooperatives in Kerala – Types of Cooperative Credit Institutional Structure in Kerala - Agriculture and Non-Agriculture Societies – Credit and Non-Credit Credit Societies – Short Term and Long Term Credit Institutions In Kerala - PACS- Kerala Bank – NABARD – Federal Cooperatives in Kerala - Dairy Co-operative Societies and their Federations- Fishery Co-operatives and their Federations - Housing Cooperatives and their Federations - Consumer Co-operatives and their Federations - Industrial Co-operatives and their Federations - Handlooms and Power looms – Coir – Handicrafts and Workers Co-operatives etc.

Module 7:   **Cooperative Education and Training. (5 Marks)**

Cooperative Education and Training Institutions in Kerala- Cooperative Education And Training Institutions at National Level Including VAMNICOM, NCCT, ICM etc.

Module 8:   **Cooperative legislative Movement in Kerala: (5 Marks)**

History of Cooperative Legislations in Kerala, Historical Background, Cochin Cooperative Societies Act, Madras Cooperative Societies Act, Travancore Cochin Cooperative Societies Act, Features Of Kerala Cooperative Societies Act 1969

Module 9:   **Cooperative Movement in India (10 Marks)**

History of Cooperative Legislations in India, Evolution Of Cooperative Legislations In 1904, Features Of Cooperative Societies Act 1912, Committees and Commissions of Cooperation in India, Cooperative sector development after 1947- Management and Working of Major Co-operative Organizations and Institutions in - Aid of Cooperatives - NAFED, IFFCO, KRIBCO, NABARD, NDDB, NCDC, and National Housing Bank and other National Organizations Providing Assistance to Housing Co-operatives.

Module 10:   **History of Cooperative Movement in Foreign Countries: 10 Marks**

Cooperative Movement In England , Robert Owen And His Contributions- Doctrine Of Circumstances, Cooperative Colony, Labour Exchange, Dr. William King, Rochdale Pioneers, Cooperative Wholesale Store, Cooperative Movement In Denmark , Diary Cooperatives, Cooperative Bacon Factory, Cooperative Poultry Society, Cooperative Movement In Germany, Contributions Of Hermann Schultze, F.W. Raiffeisen, Cooperative Movement In Japan, Agriculture Cooperative Associations, Cooperative Union, Fisheries Cooperative Association, Central Cooperative Bank, Consumer Cooperatives, Cooperative Movement In Russia, Cooperative Collective Farms, Consumer Cooperatives, Cooperative Movement In China, 1st Stage 1912 To 1936, Second Stage 1937-1949, 2nd Stage 1937 To 1949, Industrial Cooperatives In New China, Agricultural Cooperatives In China, The Cooperative Forbundet (KF), Agricultural Cooperatives, Swedish Diary Association(SMR)

MODULE 1- COMPUTER FUNDAMENTALS & INFORMATICS

1.1 Components of a Computer system

1.1.1   **Hardware components**- Hardware-Definition, Components - Control unit, ALU,I/O devices, Memory, Motherboard-functions of each. Types of PCs – Desktop, Laptop, Note book, PDA, Special Purpose computers, Super computers – Characteristics and area of use. Memory – Comparison- Primary vs Secondary memory. RAM and ROM variations, Various Magnetic and Optical Storage Devices –examples. Input Devices – Keyboard, Mouse, trackball, joystick, scanners, Digital camera, OCR, OMR, MICR, Light pen, bar code readers, QR code, Voice recognition and touch screen-Characteristics. Output Devices - Monitors, Printers, Plotter, Sound cards and speakers-Characteristics.
<p align="center">(3 marks)</p>

1.1.2

1.1.2 **Software Concepts** - Types of software-system software and application software. System software-definition and examples. Functions of OS, Application software – definition and examples. Number systems – decimal, octal, hexadecimal and binary –Representation concepts only. Computer coding systems- EBCDIC, ASCII and Unicode-definitions.

<p align="right">(2 marks)</p>

<p align="center">MODULE 2 - OFFICE AUTOMATION</p>

2.1 Introduction to MS-Office

2.1.1 Introduction to MS –WORD

Introduction to Word Processing, Introduction to MS Word: features, Creating, Saving and Opening documents in Word, Interface, Toolbars, Ruler, Different Menus, Keyboard Shortcut. Editing a Document. Opening Multi document windows, Editing Text – Selecting, Inserting, deleting, moving text, Previewing documents, Printing documents. Formatting Documents: Paragraph formats, Aligning Text and Paragraph, Borders and Shading, Headers and Footers, Multiple Columns.   **(2 marks)**

2.1.2 Introduction to MS-Excel

Worksheet basics- Creating worksheet, Definition of cell, columns and rows.. Saving & protecting worksheet. Opening and moving around in an existing worksheet. Toolbars and Menus-Functions, keyboard shortcuts. Cell formatting, changing alignment, character styles, column width, date format, borders & colors. Working with formulas & cell referencing. Functions .Previewing & Printing worksheet – Page setting, Print titles, Adjusting margins, Page break, headers and footers.   **(2 marks)**

2.1.3 Introduction to MS-PowerPoint

Purpose of PowerPoint. Working with different views and menus of power point. Working with slides – Make new slide, move, copy, delete, duplicate, designing and lay outing of slide. Editing and formatting text, Printing presentation – Print slides, notes, handouts and outlines. Inserting Objects – Drawing and inserting objects using Clip Art's pictures and charts. Adding graphics, multimedia and special effects. Custom Animation – slide transition effects and other animation effects.   **(1 mark)**

MODULE 3 - PROGRAMMING LANGUAGES

3.1   OOP Concepts

3.1.1   Principles of Object-oriented Programming: Object-Oriented Programming Paradigm, Basic Concepts of Object Oriented Programming, Benefits of OOPs, Object-Oriented Languages, Essentials of OOP(Objects, Class, ,Encapsulation, Data Abstraction, Inheritance, Reusability, Polymorphism, Delegation, Message Communication), Structure of C++ Program, Creating the Source File, Compiling and Linking.   **(1 mark)**

3.1.2 **C++ Basics** - Preprocessors, comments, Data types, Operators, Expressions, Identifiers, Key words, Symbolic constants, Variable declaration and dynamic initialization, C++ statements, Control structures, Arrays and string handling, Specifying a Class, Defining Member Functions, its scope
                    (1 mark)

3.2   Visual Basic.Net

3.2.1 Introduction to .NET- .NET Framework features & architecture, CLR, Common Type System, MSIL, Assemblies and class libraries. Introduction to Visual studio, Project basics, types of project in . Net, IDE of VB.NET-Menu bar, Toolbar, Solution Explorer, Toolbox, Properties Window, Form Designer, Output Window, Object Browser. Visual development & event driven Programming -Methods and events.   **(1 mark)**

3.2.2 The VB.NET Language- Variables -Declaring variables, Data Type of variables, Forcing variables declarations, Scope & lifetime of a variable, Constants, Arrays, types of array, control array, Collections, Subroutines, Functions, Passing variable, Number of Argument, Optional Argument, Returning value from function. Control flow statements: conditional statement, loop statement. GUI programming with Windows Forms, Msgbox & Inputbox, TextBox, Label, Button, Listbox, Combobox, Checkbox,Radio button etc
(1 mark)

MODULE 4 - DATABASE MANAGEMENT SYSTEMS

4.1   Introduction to Database concepts

Need of database, Flat database, Database Management Systems, Characteristics of DBMS, Relational Database, Entity and Referential Integrity, Primary key, Foreign key, Database elements-Tables, records, Query, Form, Report, Client-server paradigm   **(1 mark)**

4.2   Database Query commands

Different DDL, DML, DCL commands, Creating, deleting, updating and manipulating tables using SQL commands, Applying constraints on tables, filtering using WHERE, LIKE etc. Joining tables, grouping data using Group By. Data aggregation functions   **(2 marks)**

MODULE 5 - WEB DESIGNING

5.1   **Word Wide Web** (www) - History, Working, Web Browsers- functions, Concept of Search Engines, Searching the Web, HTTP, URLs, Web Servers, Web Protocols. HTML, Design tools, HTML editors , Image editors. **(1 mark)**

5.2   **HTML** - Concepts Of Hypertext, Versions of HTML, Elements of HTML, Syntax, Head & Body Sections, Building HTML Documents. Inserting Texts, Images, Hyperlinks, Backgrounds And Color Controls, Different HTML Tags, Table Layout and Presentation, Use of Font Size & Attributes, List Types and Its Tags, Use of Frames and Forms in Web Pages.   **(1 mark)**

5.3   **JavaScript** Overview, syntax & conventions. Variables, Expressions, Branching & Looping statements, Functions, Arrays Objects, Events & Document Object Model - onClick, onMouseOver, on Submit, on Focus, on Change, onBlur. onLoad, onUnload. Alerts, Prompts & Confirms.   **(1 mark)**

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