

**Syllabus for the post of Stores/Purchase Officer in Kerala Co-operative
Milk Marketing Federation Limited**

(Cat.No: 46/2022, 47/2022)

PART I

Module I: KERALA CO-OPERATIVE SOCIETIES ACT

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.

(15 Marks)

Module II: BUSINESS ENVIRONMENT

Business Environment Economic Systems, Industrial Policy, Liberalisation, Privatization, Globalization, MNCs, FDI, Role of state in business. E-commerce, Online Purchase Procedures

(5 Marks)

Module III: FINANCIAL ACCOUNTING

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

(10 Marks)

Module IV: COST ACCOUNTING

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. variance analysis

(10 Marks)

Module V: ECONOMICS FOR BUSINESS DECISIONS

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.

(10 Marks)

Module VI: BUSINESS MANAGEMENT

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.

(10 Marks)

Module VII: QUALITY MANAGEMENT

Production as a Value addition process - its ingredients - 5 Ps 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.

(10 Marks)

Module VIII: MATERIALS AND STORES MANAGEMENT

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-Inventory management systems- Inventory management techniques-Forecasting methods- Safety stock calculations-Economic order quantity variations-Material requirement planning, manufacturing resource planning-Economic order quantity variations-Manufacturing resource planning-Stock verification and audit

(20 Marks)

Module IX: PURCHASING AND PROCUREMENT MANAGEMENT

Inventory management information system-Sourcing strategies in purchase management-Pricing and negotiations-Value Analysis-Contract/purchase orders-Legal aspects of purchase management-E commerce and M Commerce-Industry 4.0-Public procurement management

(10 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