

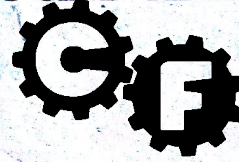
SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH 2017

(CUCBCSS-UG)

BCM 6B 15—CO-OPERATIVE MANAGEMENT AND ADMINISTRATION

Time : Three Hours

Maximum : 80 Marks

**Part I**

Answer all question. **COMMERCE FACTORY**
Each question carries 1 mark.

Choose the most appreciate answer from the following

- The Co-operative Department is headed by _____.
 (a) Secretary. (b) President.
 (c) Registrar. (d) Managing Director.
- The day to day management of a co-operative society is done by _____.
 (a) Board of Directors. (b) General body.
 (c) Registrar. (d) Members.
- In a primary society, the trial balance is known as _____.
 (a) Day book. (b) Minute book.
 (c) Ledge. (d) Receipts and disbursement statement.
- Transparency, accountability, predictability and participation are the four pillars of _____.
 (a) Governance. (b) Leadership.
 (c) Motivation. (d) Record Keeping.
- In Kerala the portfolio of co-operation is included under the Ministry of _____.
 (a) Industry. (b) Agriculture.
 (c) Foreign affairs. (d) Co-operation.

Fill in the blanks with appropriate answers.

- The structure of a co-operative is _____.
- In a co-operative organization owner and manager are _____.
- Registrar of co-operative societies is appointed by _____.
- In a co-operative society, audit is the primary responsibility of _____.
- The policy decisions of the society are taken by _____.

(10 × 1 = 10 marks)

Turn over

Part II

*Answer any eight questions.
Each question carries 2 marks.*

11. Define co-operative management.
12. What is receipts and disbursement account?
13. What is winding up of co-operative societies?
14. What is minute book?
15. What is a co-operative year?
16. Explain democratic control.
17. Write note on verification of assets and liabilities.
18. Explain the role of leadership in co-operatives?
19. Who is the final authority in a co-operative society?
20. What is audit certificate?

(8 × 2 = 16 marks)

Part III

*Answer any six questions.
Each question carries 4 marks.*

21. List out the books of accounts required to be maintained by a co-operative society.
22. What is representative general body?
23. What is path-goal theory of leadership?
24. Draft a specimen form of audit report.
25. Explain the manner of disposal of surplus of a co-operative society.
26. How do you treat overdue interest in co-operative societies?
27. Is professionalized management required in co-operatives.
28. State the objectives of co-operative management.

(6 × 4 = 24 marks)

Part IV

*Answer any two question.
Each question carries 15 marks.*

29. Explain briefly the special features of co-operative accounting.
30. What is co-operative balance sheet? Prepare a specimen co-operative balance sheet with imaginary figures.
31. What is co-operative audit? Explain the features of audit of co-operative society.

(2 × 15 = 30 marks)

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BCM 6B 15—CO-OPERATIVE MANAGEMENT AND ADMINISTRATION

(Multiple Choice Questions for SDE Candidates)

Time : 15 Minutes

Total No. of Questions : 20

Maximum : 20 Marks

INSTRUCTIONS TO THE CANDIDATE

1. This Question Paper carries Multiple Choice Questions from 1 to 20.
2. The candidate should check that the question paper supplied to him/her contains all the 20 questions in serial order.
3. Each question is provided with choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and enter it in the main answer-book.
4. The MCQ question paper will be supplied after the completion of the descriptive examination.

BCM 6B 15—CO-OPERATIVE MANAGEMENT AND ADMINISTRATION

(Multiple Choice Questions for SDE Candidates)

1. A _____ institution is a voluntary association of independent economic units, organized, capitalized and run by, and for its members, providing and/or marketing goods and services on cost-to-cost basis to their members.
(A) Co-operative. (B) Private.
(C) Public. (D) All of these.
2. _____ movement can be an important instrument in furthering the socialist progress.
(A) Co-operative. (B) Privatization.
(C) Both (A) and (B). (D) None of the above.
3. _____ is, "a form of organisation where in persons voluntarily associate together as human beings on a basis of equality for the promotion of economic interest of themselves".
(A) Co-operation. (B) Joint stock companies.
(C) Cartels. (D) Trusts.
4. _____ is nothing but "self-help made effective by organisation."
(A) Co-operation. (B) Joint stock companies.
(C) Cartels. (D) Trusts.
5. _____ is used to determine a policy and the procedures for putting it into effect.
(A) Planning. (B) Organizing.
(C) Directing/Motivating. (D) Controlling.
6. _____ helps a manager shape the future of the organization rather than being caught in an endless trap of reacting only to current crises or problems.
(A) Planning. (B) Organizing.
(C) Directing/Motivating. (D) Controlling.
7. _____ is concerned with grouping the activities into a logical pattern, framework, or structure.
(A) Planning. (B) Organizing.
(C) Directing/Motivating. (D) Controlling.

8. _____ is concerned with assigning the activities to specific positions and people ; and providing means for co-ordinating the efforts of individuals and groups.
- (A) Planning. (B) Organizing.
(C) Directing/Motivating. (D) Controlling.
9. _____ through motivation concerns the people side of the organization.
- (A) Planning. (B) Organizing.
(C) Directing/Motivating. (D) Controlling.
10. Managers must have leadership skills and be effective communicators for _____ function.
- (A) Planning. (B) Organizing.
(C) Directing/Motivating. (D) Controlling.
11. The _____ would also include evaluating the organizational structure used to take decisions by the managers.
- (A) Annual General Meeting. (B) Board of Directors meeting.
(C) Operational meetings. (D) All meetings.
12. In the _____ the board evaluates the co-operative society's financial position to determine whether or not the budgeted objectives are being met and what actions should be taken to improve the situation.
- (A) Annual General Meeting. (B) Board of Directors Meeting.
(C) Operational meetings. (D) All meetings.
13. In the _____ the Board members discuss long-term goals and strategy and ensure that a good planning process is in place to guide the co-operative society in the coming year(s).
- (A) Annual General Meeting. (B) Board of Directors meeting.
(C) Operational meetings. (D) All meetings.
14. In the _____ the board approves new members or terminates a person's membership.
- (A) Annual General Meeting. (B) Board of Directors meeting.
(C) Operational meetings. (D) All meetings.

15. In _____ who participates, will vary from co-operative to co-operative depending upon the organizational structures that have been approved by the membership and/or the board of directors.
- (A) Annual General Meeting. (B) Board of Directors meeting.
(C) Operational meetings. (D) All meetings.
16. _____ may be summoned at the insistence of the management committee, the audit or the control committee, the registrar of cooperatives, or at the request of at least ten percent (10%) of all the members of the co-operative.
- (A) Special or Ordinary General Meetings.
(B) Annual General Meeting.
(C) Board of Directors meeting.
(D) Operational meetings.
17. A quorum for a meeting should be one person more than _____ of all members of the co-operative.
- (A) 10%. (B) 30%.
(C) 50%. (D) 60%.
18. Where it is possible written notice must be sent to all members at their official addresses at least _____ prior to annual and extraordinary general meetings.
- (A) One month. (B) Two months.
(C) Three months. (D) One week.
19. Arrange the following in proper order :
- 1 Step 4 Select the best alternative.
 - 2 Identifying/clarifying the decision to be made.
 - 3 Step 6 Evaluating the decision.
 - 4 Step 3 Gathering/processing information and Analyze the alternatives.
 - 5 Step 5 Making/implementing the decision.
 - 6 2 Identifying possible decision options.
- (A) 6, 2, 4, 1, 5, 3. (B) 4, 2, 6, 1, 5, 3.
(C) 1, 2, 3, 4, 5, 6. (D) 2, 6, 4, 1, 5, 3.
20. While evaluating the alternative decisions, a Manager has to check whether it can be done ? That is the _____.
- (A) Feasibility. (B) Effectiveness.
(C) Consequences. (D) All the above.