



**MTM College of Arts, Science and Commerce, Veliyancode
Department of Commerce and Management Studies**

Certificate Course

Co-operative Management

Course code: MTMCM02

Total hours: 30 hours

Course evaluation: Written Exam- 50 marks

Internal Exam -25 marks

Course Description

Cooperative Management is a programme in business administration that teaches the concepts of co-operative management. In recent years, it has mostly been associated with management as a creative and practical discipline. The connection of collaboration between individuals or independent organisations that focuses on boosting competitiveness in co-operative management. It aims to equip students with skills and knowledge that will qualify them for employment as managers and supervisors of small and medium Co-operatives.

Course Learning Outcomes

- Understanding Cooperatives: Describe how cooperative values and principles apply to their organization.
- Leadership: State the actions they will take to develop a leadership skill.
- Business Planning: Create a business plan that incorporates elements developed during training, including mission and vision statements, objectives, action plans, and a monitoring plan.
- Governance: Organize a General Assembly and board elections that comply with the country's cooperative law.

- Internal Organization: Develop a system for keeping and accessing essential business records.
- Operations: Implement a plan to deliver product on time, in the right quantities, and to expected quality standards.
- Member Relations: Implement a plan for recruiting, managing, and engaging members.
- Finance and Accounting: Prepare and analyze income statements and balance sheets.

Syllabus

Module I

Concept & Ideology of Cooperation, its Values and Principles, History of Cooperative Movement in India, Different Sectors of Cooperative Movement & their Organisational Structure, Growth and Recent Trends in Cooperative Movement in India, Problems & Challenges Before Cooperative Movement and Strategies to overcome them, Organisation Structure for Cooperative Education and Training in India.

(10 Hrs.)

Module II

Principles and Functions of Management and Their Application in Cooperative Sector, Distinctive Features of Cooperative Management, Management of cooperative societies – Final authority in a cooperative society, Annual General Body Meeting & Special General Meeting, Application of different processes of Management in Cooperative Sector, Administrative set up of Cooperative in State Government.

(10 Hrs.)

Module III

Accounting system in cooperatives, Book keeping, Different Books and Register maintained by Co-operative Society, Preparation of final accounts, Co-operative audit, Management of Information System (MIS). (5 Hrs)

Module IV

Concept & Significance of Rural Development, different approaches to Rural Development in India, Role of cooperatives in development of farming system, Role of cooperatives in agriculture development, Role of cooperatives in allied agriculture sectors, Registration & Storage of WDRA, Entrepreneurship Development Programmes for Rural Micro Enterprise and Small Scale Industries.

(5 Hrs.)

Reference:

1. Krishnaswami O.R. & Kulandaisamy, V. Cooperation: Concept and Theory, Arudra Publications, Coimbatore.
2. Samiuddin, Mahfoozur Rahman and Hifzur Rehman, Cooperative Accounting and Auditing, Himalaya Publishing House, New Delhi.
3. Kamat. G.S. New Dimensions of Cooperative Management, Himalaya Publishing House, New Delhi.