

Tamil Nadu Public Service Commission

**Co-Operative Audit
(PG Degree Standard)**

Code: 367

Unit I: Theory and Development of Cooperation (8 Questions)

Concept-Evolution of Cooperation– Different Cooperative Thoughts – ICA Principles–Cooperative Movement in India– Pre and Post Era- Recommendations of Various Committees of Cooperation- Features of plan periods.

Unit II: Cooperative Banking in India (20 Questions)

Concept – Evolution and Functions of Credit and Non-Credit Cooperatives (Primary, District, Apex level Institutions) - National level – RBI, NABARD, NAFCUBs, NAFED, NDDB, VITTAL and COSMOS - Cooperative Banking Regulation Act.

Unit III: Cooperative Legislation and Administration (30 Questions)

Cooperative legal frame work in India – Tamil Nadu Cooperative societies Act, 1983 and Rules 1988 – Multi-State Cooperative Societies Act, 2002 – Features of Cooperative management – Cooperative Administration set-up -Functional Areas of Cooperative management – Role of Registrar - Board of Directors - members.

Unit IV: Cooperative Accounts and Audit (40 Questions)

Cooperative Account keeping –Double entry book keeping systems–Day book–ledger- Different types of cash books – Statement of Receipts and Payments–Balancesheet – Net profit Distribution - Nature and scope of audit- Kinds of cooperative audit- Audit programme - Verification and Valuation of various books of accounts – Duties and Responsibilities of Cooperative Auditor- Audit defects- Cooperative Audit set-up and Administrative set-up.

Unit V: Cooperative Research, Education and MIS (10 Questions)

Concept of Research – Research design and methodology – Collection of data- Analysis and Interpretation – Report writing – Cooperative Education and Training (NCUI, NCCT, NCCE and ICM) - Role of Cooperative Union - Process of MIS - MS office - E-filling system in Cooperatives.

Unit VI: Functional Management (20 Questions)

Management: Definition of Management–Principles of Management–Functions of Management (POSDCORB).

Human Resource Management: Role and Functions of Human Resource Management – Performance Evaluation Tools: Balance Score Card, Six Sigma, 360 degree appraisal and SWOT Analysis.

Financial Management: Goals of Financial Management – Decisions of Financial Management – Capital Structure – Cost of Capital – Capital Budgeting – Working Capital Management – Risk and Return.

Marketing Management: Functions of Marketing – Marketing Mix – New Product Development- Product Lifecycle – Pricing Policies- Promotional Strategies – Channels of Distribution – Digital Marketing.

Unit VII: Legal Framework of Business (20 Questions)

- (a) Indian Companies (Amendment) Act, 2013 – Promotion – Formation and related procedures–Types of Companies– Winding-up.
- (b) Indian Contract Act,1872–Essential Elements of a valid Contract.
- (c) Indian Partnership (Amendment) Act, 2019 – Limited Liability Partnership (LLP) Act, 2008.
- (d) Industrial Laws: Factories Act, 1948 – Employees State Insurance Act, 1948 – Payment of Bonus Act, 1965 – Payment of Gratuity Act,1972.
- (e) Negotiable Instrument Act,1881.

Unit VIII: Auditing and Taxation (22 Questions)

Auditing: Auditing of different types of undertakings – Education, Hospitals, Banks, Trusts, Clubs, Municipalities – Government Department Audit – Audit Report – Computer Aided Auditing Tools (CAAT).

Direct Taxation: Scope of total Incomes – Heads of Incomes and computation of Taxable Incomes under various heads–Assessment of income- tax of Individual, Firms and Companies.

GST and Customs Act: Types of GST – Rates of GST – Input Tax Credit – Reverse Charge Mechanism (RCM) – Payment of Taxes.

Customs Act, 1962: Imported goods – Levy of custom duty – Exemptions from custom duty – Baggage Rules.

Unit IX: Financial and Corporate Accounting (10 Questions)

Financial Accounting: Concepts and conventions of Accounting – Accounting Standards – GAAP– IAS– IFRS – Indian AS– Bank Reconciliation Statement– Accounting for non-profit organisations – Branch and Departmental Accounts – Depreciation and Insurance claims – Recent developments in accounting – Social Accounting – Forensic accounting – Computerized Accounting with TALLY – IFHRMS.

Corporate Accounting: Presentation of Financial Statements as per Schedule-III of companies Act, 2013 – Statement of Profit/ Loss, Balance sheet and Cash Flow Statement – Accounts of Banking, Electricity and Insurance companies – Human Resource Accounting – Inflation Accounting.

Unit X: Cost and Management Accounting (20 Questions)

Cost Accounting: Nature and scope – Cost centre and profit centre – Preparation of cost sheet – Tender and quotations – Applications of Costing – Operating Costing, Contract Costing, Job Costing, Batch Costing and Process Costing – Activity Based Costing – JIT system.

Management Accounting: Meaning and Significance – Analysis and Interpretation of Financial Statements – Ratio Analysis – Cash flow Statements – Budgets and Budgetary Control – Marginal Costing – CVP Analysis – BEP – Applications of Marginal Costing – Variance Analysis – Material, Labour, Overheads, Sales and Profits.

Dated: 26.08.2021