

ASSISTANT DIRECTOR OF CO-OPERATIVE AUDIT

PAPER-I

(Post Graduate Degree Standard)

Code No:367

UNIT-I: THEORY AND DEVELOPMENT OF COOPERATION

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

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

UNIT-III: COOPERATIVE LEGISLATION AND ADMINISTRATION

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

Cooperative Account keeping -Double entry book keeping systems -Day book-ledger- Different types of cash books - Statement of Receipts and Payments - Balance sheet - 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

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

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

- (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

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

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 – Computerised 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

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.
