

SYLLABUS OF GDC&A COURSE

Paper No 1: Management of Co-operative Housing Societies

1. History and Movement of Co-operative Societies.
2. Co-operative Housing Management – Concept, Definition, Objects, Functions of Housing Societies.
3. The Maharashtra Ownership Flats Act, 1963.
4. The Maharashtra Apartment Ownership Act, 1970.
5. Types of Housing Societies and their respective functions.
6. Registration of Co-operative Housing Societies.
7. Salient features of Model Housing Societies' Bye Laws.
8. Members, their rights, responsibilities and liabilities.
9. Elections of Managing Committee of Housing Societies.
10. Management of the affairs of the Society.
11. Maintenance of Account Books and Registers.
12. Execution of Conveyance Deed in Housing Societies.
13. Statutory actions and provisions under M.C.S. Act, 1960 and M.C.S. Rules, 1961 related to Housing Societies.
14. Duties and Powers of the General Body and Managing Committee.
15. Obligations of the members in Housing Societies; e.g.,
 - a) Maintenance and repair,
 - b) Use of common areas and facilities and restricted common areas and facilities.
16. Problems and Disputes in Housing Societies and the remedies; e.g.,
 - a) General Body
 - b) Registrar
 - c) Co- operative Court
 - d) Municipal Corporation
 - e) Police Authorities
 - f) Civil and other Courts
17. Funds, their utilization and investment.
18. Redevelopment of Housing Societies.
19. Co-operative Housing Society Manual.
20. Audit of Co-operative Housing Societies and their need and importance

Paper No 2: Accounts

1. Accounting Principles – Definitions – Book-keeping principles – Rectification of Errors – Closing Entries – Bank Reconciliation Statement.
2. Final Accounts – Trial Balance-Receipt and Payment Account-Trading Account-Profit and Loss Account-Balance Sheet-Income and Expenditure Account.
3. Entries of Bills of Exchange-Bills Payable-Bills Receivable-Accommodation Bills.
4. Books of Accounts-Cash Book-Journal-Personal Ledger-General Ledger.
5. Depreciation-Methods of Depreciation.
6. Branch Accounts and Reconciliation-Clearing Entries and Method-Branch Adjustments Accounts.
7. Reserve and Divisible Profits.
8. Valuation and Verification of Assets and Liabilities-Valuation of Shares, Fixed Assets-Stocks and Inventories-Vehicles-Plant and Machinery-Goodwill-Patents.
9. Revaluation of Fixed Assets-Methods and Means-Treatment.
10. Amalgamation Accounts-Legal Provisions-Valuation Methods.
11. Liquidation Accounts-Winding up-Realisation of Assets-Distribution-Limitations.
12. Accounting Ratios-analytical view-concept-various ratios-return on investment, profitability ratios- performance ratios.
13. Cash and funds flow statements-budgetary provisions.
14. Accounting Standards – 1 to 29 except No. 8 issued by ICAI
15. Introduction to Computerized Accounting
16. Introduction to Cost Accounting
17. Introduction to Management Accounting
18. Social Balance Sheet

Paper No 3: Auditing

1. Audit- Definitions- concept- scope- Types of Audits- Re-audit- Test Audit in regards Co-operative Societies Act-Special audit- C & C Audit- Introduction to cost audit- Social audit- Statutory Audit- Salient features of Co-operative Audit.
2. Internal Control- General Control points- Internal control in computerized environment- Internal check- Internal Audit- Auditor's duty in regards internal control and check- Percentage checking- means and methods.
3. Preparation for audit- pre-intimation- audit programme- audit notes- working papers- Standard auditing policies.
4. Capital and Revenue Expenditure- Deferred Revenue expenditure- Window Dressing.
5. Vouching of trading transactions- purchases-sales- Stocks and inventory checking- credit sales- credit purchases-sundry debtors and creditors- journal auditing.
6. Vouching of credit and debit vouchers- meaning- points to be noted- special points to special expenditure in co-operative societies- detections of frauds-errors and kind of errors.
7. Valuation and verification of Assets and Liabilities- prepaid expenses- outstanding liabilities- contingent liabilities-meaning of verification- methods of verification- revaluation- fixed assets- current assets- intangible assets- plant and machinery- furniture- book debts- goodwill- valuation of share capital- bills payable- outstanding expenses.
8. Standard Auditing policies- introduction to auditing policies issued by ICAI.
9. Depreciation Methods.
10. Reserves- provisions of Co-operative Act- free reserves- other reserves- provisions for bad and doubtful debts and investment fluctuation fund- sinking fund.
11. Special attention to Co-operative society's audit- regarding Banking Regulation Act- Co-operative Societies Act-Assessment of Audit fee and Audit classification.
12. Audit of Government aids to Co-operative societies, credit, non-credit, primary and APEX level and special types of Co-operatives.
13. Liabilities, responsibilities and powers of Co-operative Auditor.
14. Provisions of Co-operative Societies Act regarding audit of societies.
15. Audit Report of Co-operative societies.
16. Special Reports- administrative and criminal- procedure and means.
17. Introductions to Management Audit, Special Audit, Cost Audit and their applicability.
18. Introduction to audit in Computerised Environment.

Paper No 4: History, Principles and Management In Co-Operation

1. Pre and post-independence historical development/growth and scope of concept of co-operation. Comparison with capitalism and socialism in India and abroad. Characteristics of Co-operative societies.
2. With reference to five year plans analysis of progress of co-operative movement in various areas in the State of Maharashtra.
3. Definition and Principles of Co-operation. Advantages of Co-operative organization in socio-economic life, present status- Areas where the movement has successfully worked.
4. History and significance of State Co-operative law and Multi State Co-operative Laws and Rules there under.
5. Future of Co-operative movement in free economy i.e. liberalization, privatization, globalization and computer era.
6. Various Committees appointed so far to study the status of co-operative movement and make suitable recommendations to have improvement in co-operative movement
Committees such as :-
 - a) AIRCSC (Grover Committee)
 - b) ARCRC
 - c) Mclagun Committee
 - d) Mehta Committee on Co-operative Credit
 - e) CRAFTCARD Committee and Agriculture Credit Review Committee
 - f) Vaidyanathan Committee on STCCS and LTCCS
7. Co-operative Education, Training and Research
 - a) Need and Infrastructure available to State and National level.
 - b) Role of leadership in democratic management in Co-operative managements.
 - c) Human Resources Development.
 - d) Need of conducting research in co-operation.
 - e) Role played by State Co-operative Union, its division and district boards, District Co-operative training institutes.
8. Set up of Co-operation, Marketing and Textiles Department at Central and State level, statutory powers and functions. Role played by it in growth of Co-operative movement.
9. Need of conducting statutory audit of the societies and set up of Administration and Audit Wing.
10. Role played by following institutions in growth of co-operative movement/agriculture and marketing:-
 - a) National Co-operative Development Corporation
 - b) National Co-operative Union of India
 - c) National Dairy Development Board
 - d) Khadi and Village Industries Commission and KVIB
 - e) Maharashtra Co-operative Development Corporation
 - f) Vaikunth Mehta National Institute of Co-operative Management
 - g) Maharashtra State Co-operative Union
 - h) ICM Nagpur and Pune
 - i) MSAMB

Paper No 5: Co-operative law and Other laws

SECTION I: (60 Marks)

1. A study of main provisions under Maharashtra Co-operative Societies Act, 1960 and Rules as amended up-to-date.
2. Salient features of Multi-State Co-operative Societies Act, 1984/2002 and Rules there under.

SECTION II: (40 Marks)

1. Maharashtra Agricultural Produce Marketing (Development and Regulations) Act, 1963.
2. Bombay Warehousing Act, 1959 along with the Warehousing Act, 2007.
3. Maharashtra Raw Cotton (P.P.M.) Act, 1971 and Rules thereunder.
4. Maharashtra Tribal Economy Condition Improvement Act, 1976.
5. Maharashtra Money Lending (Regulation) Act, 2010.
6. Indian Contract Act, 1872 (Relevant Sections)
7. Indian Penal Code, 1860 (Section 403 to 411, 415 to 424, 464 and 477-A).
8. Maharashtra Apartment Ownership Act, 1970 (Relevant Sections only).
9. Maharashtra Ownership Flats Act, 1963 (MOFA)
10. Maharashtra Land Revenue Code, 1966 (Relevant portion)
11. Maharashtra Debt Relief Act, 1975.
12. Provisions in the Cyber Laws: Information Technology Act, 2000.
13. Provisions in the Civil Procedure Code, 1908

Paper No 6: Co-operative Banking and Credit Societies.

1. Principles, Definitions and Functions of Banking.
2. Co-operative Banking – Special Features.
3. Co-operative Banking – Agriculture and Non-Agriculture.
4. Salary Earners Co-operative Bank, UCB, RRB – Objectives and Functions.
5. Negotiable Instruments- Cheques, Bills of Exchange, Promissory Notes.
6. Banker – Customer Relationship. (7) Clearing House, Mutual Arrangement Scheme.
7. Clearing House, Mutual Arrangement Scheme.
8. New Economic Reforms and Financial Reforms Implications to Co-operative Banking.
9. Banking and Information Technology.
10. Organisation and Function of Apex Bank, MSCB, DCCB, NHB, MASCARD.
11. RBI-Functions, Role and Functions of NABARD.
12. RBI Act, 1934, Sections 17, 18, 54.
13. Banking Regulation Act, 1949 as applicable to Co-operative Societies.
14. Policy of RBI for Registration of UCB, its Licenses and Branches.
15. DICGC.
16. Management at Loans and Advances.
17. Recovery Mechanism in UCB's 101/91/Arbitrator/Securitization.
18. Income recognition, non-performing assets.
19. Co-operative Credit Societies, Objectives, Role, Function.
20. Audit of Co-operative Credit Societies – Importance and need.