

C 60012-A

(Pages : 4)

Name.....

Reg. No.....

SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH 2019

(CUCBCSS)

B.Com.

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 wherein 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. In the _____ the board makes or changes policies as required, or recommends a policy to the membership if only the membership has the authority in a particular area.
(A) Annual General Meeting. (B) Board of Directors meeting.
(C) Operational meetings. (D) All meetings.
6. 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.
7. 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.

8. _____ may be summoned at the insistence of the management committee, the audit or the control committee, the registrar of co-operatives, 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.
9. 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 %.
10. If there is no quorum the meeting will be postponed to no earlier than _____ hour later, and no more than one month later.
- (A) One.
 - (B) Two.
 - (C) Three.
 - (D) Four.
11. 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.
12. 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.

Turn over

13. 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.
14. _____ is a detailed plan of the auditing work to be performed, specifying the item in the financial statements and allocating tentative time required.
- (A) Audit programme. (B) Working papers.
(C) Audit note book. (D) Both (A) and (B).
15. _____ provides a guide in arranging and distributing the work and in checking against the possibility of omissions.
- (A) Audit programme. (B) Audit note book.
(C) Working papers. (D) Both (A) and (B).
16. _____ are those papers which contain essential facts about the accounts so that the auditors may not have again to go over the accounts.
- (A) Working papers. (B) Audit note book.
(C) Audit programme. (D) Both (A) and (B).
17. A _____ is documentary evidence in support of a transaction in the Books of account
- (A) Bill. (B) Voucher.
(C) File. (D) Ledger.
18. The act of establishing the accuracy and authenticity of entries in the account books is called _____.
- (A) Checking. (B) Vouching
(C) Balancing (D) None of these.
19. The Society which requires no help from official and non-official staff for its working (excepting annual audit) comes under _____.
- (A) 'B' Class. (B) 'A' Class.
(C) 'C' Class. (D) 'D' Class.
20. An _____ society does not want any supervision from the Union or Central Banks.
- (A) 'B' Class. (B) 'A' Class.
(C) 'C' Class. (D) 'D' Class.

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BCM 6B 15—CO-OPERATIVE MANAGEMENT AND ADMINISTRATION

Time : Three Hours

Maximum : 80 Marks

Part I

Answer all questions.

Each question carries 1 mark.

Choose the most appropriate answer form the following :

1. The cochin Co-operative Act was passed in the year _____.
(a) 1913. (b) 1924.
(c) 1912. (d) 1919.
2. Who is appointing the returning officer for the election of co-operative society ?
(a) Government. (b) Registrar.
(c) Managing Director. (d) Secretary.
3. _____ is the head of the Administrative Management.
(a) Secretary. (b) Registrar.
(c) Director. (d) President..
4. During the process of winding up the assets and properties of the society will be under the custody of _____.
(a) Registrar. (b) Government.
(c) Liquidator. (d) Arbitrator.
5. The section that deals with the audit of the society in the Co-operative Society Act is sec _____.
(a) Sec. 54. (b) Se. 66.
(c) Sec. 63. (d) Se. 28.

Turn over

Fill in the blanks with appropriate Answers :

6. All members except _____ members are entitled to attend the general body meeting.
7. The Adhoc committee will be in power for _____ months from the date of registration.
8. A liquidator is appointed by _____ ?
9. In the case of a coir co-operative society the audit fee is calculated on the basis of _____.
10. The director of Co-operative audit shall be under the control of _____.

(10 × 1 = 10 marks)

Part II

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

11. What do you mean by representative general body ?
12. What is Adhoc committee ?
13. What is the procedure for supersession ?
14. Who are paid secretary and honorary secretary ?
15. What is the rule applicable to a Co-operative Society regarding exemptions of stamp duty ?
16. What is unity of command ?
17. Explain the role of leadership in Co-operatives ?
18. What is final authority ?
19. What is a bye law ?
20. What is limited liability ?

(8 × 2 = 16 marks)

Part III

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

21. What are the things to be satisfied by the registrar while scrutinizing the application for registration?
22. Explain the subject matter of byelaws.
23. What is the procedure for getting membership in a Co-operative Society ?

24. Give any six rights of a member ?
25. Explain the liquidation procedure ?
26. What are the procedures to be followed by the arbitrator ?
27. What are circumstances in which the registrar can order for an enquiry ?
28. What do you mean by audit memorandum ? What are its contents ?

(6 × 4 = 24 marks)

Part IV

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

29. What are the features of Co-operative accounting ?
30. Explain the office, duties and qualification of Co-operative Society secretary.
31. What are the powers and functions of managing committee ?

(2 × 15 = 30 marks)