UNIVERSITY OF CALICUT

SCHOOL OF DISTANCE EDUCATION

(2011 Admn. onwards)

VI Semester

B.Com-Co-operation - Specialisation

CO-OPERATIVE MANAGEMENT AND ADMINISTRATION

QUESTION BANK & ANSWER KEY

Choose the correct Answer from the bracket.

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)	Cooperative
	Private
c)	Public
d)	All of these
2.	movement can be an important instrument in furthering the socialist progress.
	Cooperative
	Privatization
	Both a & b
a)	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)	Cooperation
	joint stock companies
	cartels
d)	trusts
4.	is nothing but "self-help made effective by organisation."
a)	Cooperation
	joint stock companies
c)	cartels
d)	trusts
5.	A

b) c)	Cooperative organisation Private organisation Public organisation All of these
6.	In the words of, cooperation 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)	H. Calvert
b)	Herrick
c)	Horrace Plunkett
d)	Robert Owen
7.	According toHerrick, it is "the act of poor persons voluntarily united for utilizing reciprocally their own forces, resources or both, under their mutual management to their common profit or loss".
a)	Herrick
,	Horrace Plunkett
,	Robert Owen
d)	H. Calvert
8.	In the words of Horrace Plunkett, it is nothing but "self-help made effective by organisation."
a)	Horrace Plunkett
,	Robert Owen
,	H. Calvert
d)	Herrick
9.	eliminates the employers and provides independence to the workers.
a)	Cooperation
b)	Joint stock companies
c)	Private firms
d)	None of the above
	Asociety is a union of weak and needy individuals who have equal rights and has one vote irrespective of the number of shares held by him.
	Cooperative Charitable
,	Both a & b
	None of these
ĺ	determines where the organization is going and how it will get there.
۵)	Planning
	Organizing
	Directing/Motivating
	Controlling
12	sets organizational objectives and goals, forecasts the environment in which objectives must be accomplished, and determines the approach by which objectives and goals
	are to be accomplished.
	Planning
	Organizing
	Directing/Motivating
a)	Controlling

 13is used to determine a policy and the procedures for putting it into effect. a) Planning b) Organizing c) Directing/Motivating d) Controlling 	
 14helps a manager shape the future of the organization rather than being caughting in an endless trap of reacting only to current crises or problems. a) Planning b) Organizing c) Directing/Motivating d) Controlling 	at
 15is concerned with determining the specific activities needed to accomplish planned objectives and goals. a) Planning b) Organizing c) Directing/Motivating d) Controlling 	the
 16is concerned with grouping the activities into a logical pattern, framework structure. a) Planning b) Organizing c) Directing/Motivating d) Controlling 	, or
 17is concerned with assigning the activities to specific positions and people; providing means for coordinating the efforts of individuals and groups. a) Planning b) Organizing c) Directing/Motivating d) Controlling 	and
18. Organizing is a bridge connecting the planned objectives to specific projects for accomplish these objectives.	iing
a) Planningb) Organizingc) Directing/Motivatingd) Controlling	
 19through motivation concerns the people side of the organization. a) Planning b) Organizing c) Directing/Motivating d) Controlling 	
 20. Managers must have leadership skills and be effective communicators forfunctional planning b) Organizing c) Directing/Motivating d) Controlling 	n.

 21. In, management monitors the progress of plannedactivities. If progress is lagging, necessary adjustments are made. a) Planning b) Organizing c) Directing/Motivating d) Controlling
 22is the checkup part of a manager's job. a) Planning b) Organizing c) Directing/Motivating d) Controlling
 23. In thethe board of directors reports to membership, reviewing the past business year and the year's financial statements. a) Annual General Meeting b) Board of Directors meeting c) Operational meetings d) All meetings
 24. In thethe board seeks approval of its recommendations for surplus allocation. a) Annual General Meeting b) Board of Directors meeting c) Operational meetings d) All meetings
 25. In the
 26. In the
 27. In themembership elects a new board. a) Annual General Meeting b) Board of Directors meeting c) Operational meetings d) All meetings
 28. In thethe manager(s) reports to the board, which in turn provides direction to the manager(s). a) Annual General Meeting b) Board of Directors meeting c) Operational meetings d) All meetings
29. The key function ofis for the board to hold those in charge of making decisions on behalf of the cooperative society accountable for the outcomes of those decisions.

- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings
- 30. The.....would also include evaluating the organizational structure used to take decisions by the managers.
- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings
- 31. In thethe board evaluates the cooperative society's financial position to determine whether or not the budgeted objectives are being met and what actions should be taken to improve the situation.
- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings
- 32. In thethe 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
- 33. In thethe Board members discuss long-term goals and strategy and ensure that a good planning process is in place to guide the cooperative society in the coming year(s).
- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings
- 34. In thethe 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
- 35. In theconsultation and decision-making about daily activities takes place between members and management.
- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings
- a) Annual General Meeting
- b) Board of Directors meeting
- c) Operational meetings
- d) All meetings

7. An
 Annual General Meeting Board of Directors meeting Operational meetings All meetings
8. The takes place only once. Annual General Meeting Board of Directors meeting Operational meetings Inaugural general meeting
9. Thewill approve the financial, social, and development plans for the following year.
 Annual General Meeting Board of Directors meeting Operational meetings All meetings
 O. Thewill elect the managerial units of the cooperative and the control committee for the following year. Annual General Meeting Board of Directors meeting Operational meetings All meetings
1. Thewill fix the authorized maximum amount of debts that the cooperative society may contract with any credit supply organization.
 Annual General Meeting Board of Directors meeting Operational meetings All meetings
2. Themeeting will be called only when amendments to the bylaw is required. Annual General Meeting Board of Directors meeting Operational meetings Extraordinary General Meeting
 3. The meeting will be called only when the cooperative is to be dissolved. Annual General Meeting Board of Directors meeting Operational meetings Extraordinary General Meeting
 4. In the,decisions thereof require a special majority of all the members present at the meeting. Annual General Meeting Board of Directors meeting Operational meetings Extraordinary General Meeting
5 may be called at any time during the year whenever necessary.
a) Annual General Meetingb) Board of Directors meeting

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	c) Operational meetingsd) Special or Ordinary General Meetings
a) b) c)	
a) b) c)	A quorum for a meeting should be one person more thanof all members of the cooperative. 10% 30% 50% 60%
48.	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
49.	Where it is possible written notice must be sent to all members at their official addresses at leastprior to annual and extraordinary general meetings
c)	One month Two months Three months One week
50.	Arrange the following in proper order.
	 Step 4 Select the best alternative. Identifying/clarifying the decision to be made. Step 6 Evaluating the decision Step 3 Gathering/processing information and Analyze the alternatives Step 5 Making/implementing the decision 2 Identifying possible decision options.
c)	1,2,3,4,5,6 2,6,4,1,5,3
51.	While evaluating the alternative decisions, a Manager has to check whether it can be done? That is the
52.	While evaluating the alternative decisions, a Manager has to check how well does it resolve the problem? That is the

b) Effectiveness

c) Consequencesd) All the above
53. While evaluating the alternative decisions, a Manager has to check what will be its costs (financial and nonfinancial) to the organization? That is the
a) Feasibilityb) Effectivenessc) Consequencesd) All the above
 54. A committee on cooperative education and training was formed in 1935 under the Chairmanship
55. This Committee is considered as the first committee which recommended for a planned programme as a systematic approach on co-operative education and training.
 a) Sir Malcom Darling b) Sir Frederick Nicolson c) Edward Maclagan d) Swaminathan Committee
56 was established as per the recommendations of Swaminathan Committee of 1973 on $1^{\rm st}$ July 1976 with its headquarters in New Delhi.
 a) National Council for Cooperative Training b) National Council for Education, c) University Grants Commission (UGC), d) Agricultural Universities
57. Anational level cooperative union Thewas organized in 1949 by amalgamating the All India Cooperative Institutes Association of 1928 and Indian Provincial Banks Association of 1949.
a) National Council for Cooperative Trainingb) National Council for Education
c) National Cooperative Union of Indiad) The National Centre for Cooperative Education
58. NCCT stands for

- a) National Centre for Cooperative Training
- b) National Council for Co-operative Training
- c) National Council for Central Trade
- d) Naital Center for Coopertive Trade
- 59. NCUI stands for.....
- a) National Cooperative Union of India
- b) National Cooperation Under India
- c) National Centre Under India
- d) National Council Under India
- 60.has a 3 tier system of cooperative training consisting of, VAMNICOM at the apex level, Institute of Cooperative Management (ICM)/co-operative training colleges at the middle level and subordinate training centres or Junior Training Centres at lower level.

d) The National Centre for Cooperative Education
61. The President of NCUI shall be the Chairman of
62. The Chief Executive of NCUI shall be the Director General ofa) NCCEb) NCEc) NCCTd) ICM
 63. Theis in overall charge of planning and coordination in the entire training programme on cooperation in the country. a) NCCE b) NCE c) NCCT d) ICM
 64. NCCT hasat the apex level. a) VAMNICOM b) Institute of Cooperative Management (ICM)/co-operative training colleges c) Junior Training Centres d) None of these
 65. NCCT has
 66. NCCT hasat the lower level. a) Institute of Cooperative Management (ICM)/co-operative training colleges b) Junior Training Centres c) VAMNICOM d) None of these
 67committee suggested that Education and training programme should be separated. a) Sir Malcom Darling b) Sir Frederick Nicolson c) Edward Maclagan d) Swaminathan Committee
 68. In 1956 a centre was started in New Delhi as a subsidiary to NCUI for providing education and training to the trainers or teachers of cooperation known as

69	9is publishing two monthly magazines by name "The Cooperator" and "The Indian Cooperative Review".
b) c) d)	National Council for Cooperative Training National Council for Education National Cooperative Union of India The National Centre for Cooperative Educationwas a combination of three erstwhile cooperative institutes namely Cochin Cooperative Institute of 1930, North Malabar Cooperative Union of 1932 and Travancore Cooperative Institute of 1947.
b) c)	Kerala State Cooperative Union National Council for Cooperative Training National Council for Education National Cooperative Union of India
7	1. What is NCUI to India is the to Kerala.
b) c)	Kerala State Cooperative Union National Council for Cooperative Training National Council for Education National Cooperative Union of India
72	2. The name of the magazine published by Kerala State Cooperative Union is
b) c)	"The Cooperative Journal" "The Cooperator" "The Indian Cooperative Review". All the above.
73	3. National Cooperative Union of India is publishing two monthly magazines by name
b) c)	"The Cooperator" and "The Indian Cooperative Review" "The Indian Cooperative Review" and The Cooperative Journal" "The Cooperator" and The Cooperative Journal" "The Indian National Cooperative Review" and The National Cooperative Journal"
74	4. The name of the magazine published byis "The Cooperative Journal"
b)	Kerala State Cooperative Union National Council for Cooperative Training National Council for Education National Cooperative Union of India
75	5 is a Post Graduate Diploma Course in cooperation of 11 months duration including two months practical training.
b) c) d) 7(a) b) c)	H.D.C J.D.C C.D.C P.D.C The minimum qualification for education to the HDC course is a University Degree. Post Graduation +2 pass 10 pass.

	H.D.C is ain cooperation of 11 months duration including two months practical training.
b) c)	Under Graduate Diploma Course Post Graduate Diploma Course Doctorate None of the above
a)b)c)	The minimum qualification for education to thecourse is a University Degree. H.D.C J.D.C P.D.C P.D.C None of the above
a) b) c)	is the art of recording all the business transactions in the books of account and is mainly related to books of original entry as well as the ledger. Bookkeeping Accountancy Auditing All of the above
a) b) c)	is mainly concerned with the summary and analysis of the record furnished by Bookkeeping. Accountancy Auditing Cost Accounting All of the above
a) b) c)	Every society shall maintain
a) b) c)	Every society shall maintain
a) b) c)	Every society shall maintain
a) b)	is a Register, showing the name and address of each member, the date of admission, the shares taken by him and the amount of share capital, if any refunded to him together with the date of each such payment and refund. Nomination Register Share Application Register Admission Register

d) Minutes book	
 85. Every society shall maintain, showing daily receipts and expenditure balance at the end of each day. a) Day Book b) Cash book c) Receipt Book d) General Ledger 	e, and the
 86. Every society shall maintain, containing all vouchers for contingent expenditure incurred by the society, numbered serially and filed chronologically a) Voucher File b) Day Book c) Cash book d) Receipt Book 	
 87. Every society shall maintain,showing deposits and other borrowings kinds. a) General Ledger b) Ledger of Borrowing c) Register of Monthly Receipts and Disbursement d) None of the above 	of all
 88. In the case of a society, the working capital of which exceeds twenty thousand rupeesshowing receipts and disbursements and the outstanding various heads from day to dayis maintained. a) General Ledger b) Ledger of Borrowing c) Register of Monthly Receipts and Disbursement d) None of the above 	
 89. In the case of issuing loans,, showing the number and date disbursement of each loan issued to members the amount of loan, the purpose for white granted and the date or dates of repayment, distinguishing principal and interest a) Loan Ledger b) Ledger of Borrowing c) Register of Monthly Receipts and Disbursement d) Suspense Account Register 	
 90. Every society shall maintain	
91. In the case of a society with unlimited liability, property statement of members sh assets and liabilities of each individual member on the date of his admission with full the property including the survey number of the lands, is kept in	details of

d) Register of Declaration

c) Suspense Account Register

a) Liability Registerb) Loan Ledger

 92. Every co-operative society shall maintain accounts and book for the purpose of recording business transactions by it and close them every year on
 93. Every balance sheet of a co-operative society shall give
 d) Overall 94. Every Co-operative society shall submit to the
 95. A statement which contains a classified summary or list of all closing balances of the General Ledger is known as the
 96. If the totals of two sides of trial balances agree, normally it signifies the
 a) Fuel, Oil Electricity and other power charges. b) Store and spare parts consumed. c) Direct or indirect labour. d) Cost of goods purchased
98. The odd one out in the following is
 a) Direct or indirect labour. b) Maintenance of factory, plant, machinery, tools, stores, etc. c) Insurance of Factory building, tools, machinery etc. d) Value of closing stock.
 99is not shown in Manufacturing Account. a) Factory lighting, water charges etc. b) Interest Paid and due c) Rent, rates and taxes of the factory premises. d) Salaries of the technical staff and officers including works manager, factory Superintendent

etc.

100. Cost of goods purchased, Net sale proceeds, Value of closing stock are shown	l												
ina) Profit and Loss Account													
) Trading Account													
c) Manufacturing Account d) Balance sheet													
u) Dalance sheet													
101. Interest earned, Miscellaneous income, Commission, Profit in non-credit businessare shown on the credit side of	•												
a) Profit and Loss Account													
b) Trading Accountc) Manufacturing Account													
d) Balance sheet													
 102are the expenses paid on account of rent, rates and taxes, insurance premiums, subscriptions membership fee etc. for periods that extent beyond the date of the balance sheet. a) Prepaid expenses b) Interest receivable c) Deferred Revenue Expenditure d) Outstanding expenses 													
Expenses incurred but not paid, are called													
a) Prepaid expenses													
b) Interest receivable													
c) Deferred Revenue Expenditure													
d) Outstanding expenses													
104. Interest accrued up to the date of balance sheet are known as													
a) Prepaid expenses b) Interest receiveble													
b) Interest receivablec) Deferred Revenue Expenditure													
d) Outstanding expenses													
105. When heavy expenditure is incurred and the benefits of which extend to periods beyond the date of the balance sheet, such expenditure should be equitably spread over the period during which the benefits of such expenditure would be available and are known as	•												
a) Prepaid expenses													
b) Interest receivable													
c) Deferred Revenue Expenditured) Outstanding expenses													
 106. In the case of non trading societies such as Co-operative Education Societies, hospital societies and similar other types of societies, which do not undertake trading activities, it is common to term the "Profit and Loss Account" as													
c) Profit statement													
d) Both (a) and (b)													
107. Realisable Value of an asset is													

 b) The amount that is estimated to replace the asset c) The amount that an asset costs, when purchased or acquired, less the provisions made for depreciation since its acquisition d) All of the above
d) All of the above
108. The written down value or going concern value of an asset is
a) The estimated amount that the assets would fetch, if sold or disposed off.b) The amount that is estimated to replace the assetc) The amount that an asset costs, when purchased or acquired, less the provisions made for
depreciation since its acquisition d) All of the above
The replacement value of an asset is
a) The estimated amount that the assets would fetch, if sold or disposed off.b) The amount that is estimated to replace the asset
c) The amount that an asset costs, when purchased or acquired, less the provisions made for depreciation since its acquisition
d) All of the above
110. Interest accrued on investment and loans, Stock in trade in case of trading concerns are known asassets.a) Current
b) Wasting
c) Floating
d) Both (a) and (c)
111assets are those of a fixed nature and are gradually exhausted and used up in the course of working, such as a mine or quarry.
a) Current
b) Wasting
c) Floating
d) Both (a) and (c)
112will be acquired only by co-operatives which undertake publication of books.a) Copy rights
b) Trade marks
c) Patents
d) Good will
113. Registered debentures, stocks and shares, Government Securities, Inscribed stocks and Bearer bonds and share warrants are
a) Current assets
b) Floating assets
c) Investments
d) Fixed assets
114. Valuation of stock in trade is at

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a) costb) market price

c) cost or market priced) cost or market price whichever is lower
 115arises due to inefficiency, negligence, mischief or bad luck etc. a) Normal loss b) Abnormal loss c) Loss d) Cost
116. In manufacturing and processing societies by-products may be valued at their
 a) current ruling prices b) Cost c) Predetermined prices d) Average price
117. In farming societies producing crops with an annual cycle the basis of valuation of by products may be
 a) The selling price b) Cost c) Predetermined prices d) Average prices
118are certain assets which represent capital expenditure which may not have resulted in identifiable profit earning assets and which still remain to be written off.
a) Fixed Assetsb) Intangible Assetsc) Fictitious Assetsd) Floating Assets
The word 'Auditor' is derived from the Latin wordmeaning to hear.
a) Audireb) Audioc) perceived) to listen
120. The main object of audit today is to
 a) Find out whether the accounts of a particular concern exhibits a true and fair view of the financial State of affairs. b) To detect errors, fraud etc c) Both (a) and (b) d) None of the above
 121
are lists of audit procedures to be performed by audit staff in order to obtain sufficient appropriate evidence.

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a) Audit program

b) Working papersc) audit note bookd) Both (a) and (b)
 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) Poth (a) and (b)
 d) Both (a) and (b) 124provides a guide in arranging and distributing the work and in checking against the possibility of omissions. a) audit programme b) Working papers c) audit note book
d) Both (a) and (b)
 125
 126. A
 127. The act of establishing the accuracy and authenticity of entries in the account books is called a) Checking b) Vouching c) Balancing d)
128. The Society which requires no help from official and non-official staff for its working (excepting annual audit) comes under
129. 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 130. Societies the overdues of which exceed 40% and which are moribund are to be classified as

a)b)c)d)	
131 a) b) c) d)	
132 a) b) c) d)	50% 25%
a)b)c)	In
	In
b) c)	B' Class A' Class C' Class D' Class
	In
b) c)	B' Class A' Class C' Class D' Class

ANSWERS

1	Α			21	D		41	Α			61	Α		81	Α		101	Α
2	Α			22	D		42	D			62	С		82	В		102	Α
3	Α	23	Α		43	D			63	С		83	В	1	03	D		
4	Α			24	Α		44	D			64	Α		84	С		104	В
5	Α			25	Α		45	D			65	В		85	В		105	С
6	Α			26	Α		46	Α			66	В		86	Α		106	D
7	Α			27	Α		47	С			67	D		87	В		107	Α
8	Α			28	В		48	Α			68	D		88	Α		108	С
9	Α			29	В		49	Α			69	С		89	Α		109	В
10	Α			30	В		50	D			70	Α		90	Α		110	D
11	Α			31	В		51	Α			71	Α		91	D		111	В
12	Α			32	В		52	В			72	Α		92	В		112	Α
13	Α			33	В		53	С			73	Α		93	Α		113	С
14	Α			34	В		54	Α			74	D		94	D		114	D
15	В			35	В		55	Α			75	Α		95	С		115	В
16	В			36	В		56	Α			76	Α		96	С		116	Α
17	В			37	Α		57	С			77	В		97	D		117	Α
18	В			38	D		58	В			78	Α		98	D		118	С
19	С			39	Α		59	Α			79	Α		99	В		119	Α
20	С			40	Α		60	Α			80	Α		100	В		120	Α

- 121 A
- 122 A
- 123 A
- 124 A
- 125 A
- 126 B
- 127 B
- 128 B
- 129 B
- 130 D
- 131 B132 C
- 133 B
- 134 A
- 135 D