

Co-operatives Management

Grade : XI

Teaching Hours: 150

I. INTRODUCTION

This is a fundamental course of Co-operative management. Co-operative organizations play pivotal role in uplifting the living standard of mass rural population. Nepal, an agricultural country can not be an exception. This course is designed to provide the basic knowledge on the different foundational aspects of co-operative organizations. It consists of seven units viz. Introduction, Historical Development of Cooperatives in Selected Countries, Evolution of Cooperatives in Nepal., Legal Framework of Cooperatives in Nepal, Forms of Cooperatives., Institutional Arrangements of Cooperatives., Emerging Trends of Cooperatives in Nepal, the nature of course is theoretical.

II. GENERAL OBJECTIVES

The general objectives of this course are to :

- a) provide foundational knowledge on basic principles and practices of cooperatives in general;
- b) enable the students with necessary skills to manage cooperatives at grass root level and
- c) acquaint the students with problems and prospects of cooperatives in Nepal.

III. SPECIFIC OBJECTIVES

The specific objectives of this course are to:

- a) introduce the students with the emerging concepts, practices and trends in cooperatives in general;
- b) acquaint the students with current status of Nepalese cooperatives and
- c) prepare the students to pursue advanced studies in cooperatives.

COURSE CONTENTS

Unit I

Introduction

- Meaning, definition and characteristics of co-operatives.
- functions of cooperatives.
- Role and Importance of cooperatives.
- Fundamental principles of cooperatives.
- Difference between cooperatives and other business organizations (Public and Private Enterprises)

Unit II.
Historical Development of Cooperatives in Selected Countries:

A brief review.

LH 18

- United Kingdom
- Germany
- Denmark
- Israel
- International Cooperatives Alliances (ICA): Inception and Role.

Unit III.
Evolution of Cooperatives in Nepal.

LH 15

- Origin and development of cooperatives (Traditional and Modern Cooperatives).
- Role of civic societies and the State in the cooperatives movement in Nepal.
- Current status of cooperatives movement in Nepal.

Unit IV.
Legal Framework of Cooperatives in Nepal.

LH 20

- Cooperative Act 2048: Introduction, features and major provisions.
- Cooperative Rules 2049: Features and major provisions.
- Procedures of formation, registration, renewal and termination of cooperatives.

Unit V.
Forms of Cooperatives.

LH 25

- Consumers' cooperatives: Objectives and functions.
- Credit cooperatives: Objectives and functions.
- Producers' cooperatives: Objectives and functions.
- Marketing cooperatives: Objectives and functions.
- Farming cooperatives: Objectives and functions.
- Housing cooperatives: Objectives and functions.
- Industrial cooperatives: Objectives and functions.
- Multi-purpose Co operatives

Unit VI.
Institutional Arrangements of Cooperatives.

LH 37

- Department of Cooperatives: Role and functions.
- National Cooperative Development Board: Introduction, composition, objectives, role and functions.
- Cooperative Bank: Formation, objectives, role and functions.
- Unions and federations.

- District Cooperative Offices.

Unit VII.
Emerging Trends of Cooperatives in Nepal.

LH 15

- Concept and importance
- New Frontiers in cooperatives: Women empowerment, poverty reduction, employment generation, local resource mobilization and community awareness.

EVALUATION SCHEME:-

Nature of Question	Total Questions to be asked	Required number of Questions to be attempted	Weightage
Group			
A. Short Answer	10 (Ten)	8 (Eight)	8 for each
B. Long Answer	3 (Three)	2 (Two)	18 for each

Prescribed reference books

1. Bedi, R.D., Theory, History and Practice of Co-operation, 1981.
2. Co-operative Act 2048 and Rules 2049.(with amendments)
3. Hazela, T.N., Principles, Problems & Practices of Co-operation, 1996.
4. Shakya, S.R. Co-operative Movement in Nepal, 1984.
5. Kamat, S.S., New Dimensions of Co-operative Management, 2002.
6. Saradha, V., The Theory of Co-operation, 1986.
7. Publications of related agencies.
८. बडाल, केशव : सहकारी सिद्धान्त र प्रयोग - २०६३, प्रकाशक : सहकारी सहयोग समूह
९. ढकाल, लेखनाथ : आधुनिककरण र सहकारीता २०६४, प्रशान्ति प्रकाशन
१०. ठकुरी, चन्द्र बहादुर : नेपालमा सहकारी व्यवसाय व्यवस्थापन : २०६४, उपकार प्रकाशन

HSEB
Co-operative Management-Grade XI
Model Questions

Full Marks: 100
Pass Marks: 35
Time: 3 Hrs.

Attempt any Ten Questions, Eight from Group 'A' and Two from Group 'B'.

समूह “क” (Group A)

सङ्क्षिप्त उत्तरात्मक प्रश्नहरू (Short answer questions)

कुनै आठ प्रश्नहरूको उत्तर दिनुहोस् ।
Attempt any eight questions.

१. सहकारीको परिभाषा दिदै यसका विशेषताहरूको वर्णन गर्नुहोस् । २+६
Define cooperative and explain its characteristics.
२. संयुक्त अधिराज्यमा सहकारी विकासबारे संक्षेपमा प्रस्तुत गर्नुहोस् । ८
Present, in brief, the cooperative development in the United Kingdom.
३. देशमा सहकारी आन्दोलनको विकासमा राज्यको भूमिकाको समिक्षा गर्नुहोस् । ८
Examine the role of the state in cooperative development in the country.
४. नेपालमा सहकारी संस्थाको गठन प्रक्रियाको वर्णन गर्नुहोस् । ८
Describe the procedures of formation of cooperative society in Nepal.
५. ऋण सहकारीका उद्देश्यहरू के के हुन् ? ऋण सहकारीका कार्यहरूको वर्णन गर्नुहोस् । ३+५
What are the objectives of credit cooperatives? Explain the functions.
६. देशको आर्थिक विकासमा सहकारी बैंकले खेल्ने भूमिकाबारे व्याख्या गर्नुहोस् । ८
Describe the role of Cooperative Bank in economic development of the country.
७. अन्तर्राष्ट्रिय सहकारी संघको बारेमा आफ्नो जानकारी बताउनुहोस् । ८
Show your acquaintance with the International Cooperative Alliances (ICA).
८. उत्पादक सहकारी भन्नाले के बुझ्नुहुन्छ ? उत्पादक सहकारी र उपभोक्ता सहकारीबीचको भिन्नता छुट्याउनुहोस् । २+६
What do you mean by producers' cooperatives? Make a difference between producers' cooperatives and consumers cooperatives.
९. सहकारी ऐन २०४८ का प्रमुख विशेषताहरूको उल्लेख गर्दै वर्णन गर्नुहोस् । २+६
State and explain the main features of Cooperative Act, 2048.
१०. गरीबी घटाउन र रोजगारी सिर्जना गर्नमा सहकारीले पुर्याउने योगदानको लेखाजोखा गर्नुहोस् । ८
Assess the contribution of cooperatives in poverty reduction and employment generation.

समुह 'ख' (Group B)

विस्तृत उत्तरात्मक प्रश्नहरू (Long answer questions)

कुनै दुई प्रश्नहरूको उत्तर दिनुहोस् । (Attempt any two questions)

११. सहकारीको भूमिका तथा कार्यहरूको छलफल गर्नुहोस् । ८+१०
Discuss the role and functions of cooperative.
१२. नेपालमा सहकारी आन्दोलनको उत्पत्ति र विकासबारे विवेचना गर्नुहोस् । १८
Discuss the origin and development of cooperative movement in Nepal.
१३. राष्ट्रिय सहकारी विकास बोर्डका उद्देश्य एवं कार्यहरूबारे छलफल गर्नुहोस् । ६+१२
Discuss the objectives and functions of National Cooperative Development Board (NCDB).

Co-operative Management

FM: -100

Grade XII

Teaching Hours: 150

I. INTRODUCTION

This course is an extension of co-operative management -1. The primary focus of this course is to acquaint the students with necessary management skills required to operate co-operative organizations successfully.

II. General Objectives

The general objectives of this course are to:

- (a) provide knowledge on the principles and practices of Co-operative Management;
- (b) impart knowledge on functional areas of Co-operative Management and
- (c) enable the students to apply the acquired knowledge and skills in Co-operative Management.

III. SPECIFIC OBJECTIVES

The specific objectives of this course are to:

- (a) familiarize students with Cooperative Management practices,
- (b) provide knowledge on the status of Cooperative Education Training System in Nepal and
- (c) explore on the interrelationship of Cooperatives with other agencies pursuing similar objectives.

IV. TEACHING STRATEGIES:-

- Lecture
- Group discussion

Whenever and whatever applicable, the lecture delivery should be substantiated by citing suitable examples of Nepal.

Course Content

Unit 1

Co-operative Management:

LH 10

- Concept of Co-operative Management
- Need, Scope and Importance of Cooperatives Management
- Management Process: Planning, organizing, staffing, leading and controlling.

Unit 2

Planning and Decision Making

LH 15

- Meaning and definition of Planning.
- Problems in planning
- Importance of planning
- Steps and types of Planning in cooperatives.
- Decision making: Meaning and Process in Co-operative organizations.
- Factors affecting Planning and decision making.

**Unit 3.
Organizing:**

LH 10

- Meaning and Importance of Organizing.
- Organization structures of Co-operative.
- Authority, Responsibility and Accountability in Co-operative organizations.
- Organizing Process: A brief introduction.

**Unit 4.
Staffing:**

LH 10

- Meaning and Importance.
- Recruitment and selection of employees.
- Training and development.
- Rights, duties and responsibilities of employees of co operative organizations.
- Code of conduct of employees of co-operative organizations

**Unit 5.
Leadership, Motivation and Communication.**

LH 20+5

- Meaning and importance of leadership.
- Functions of effective leadership.
- Participative leadership: meaning and its effectiveness.
- Meaning and Importance of motivation.
- Motivation techniques for the members and employees of cooperative organizations
- Meaning and Importance of communication.
- Elements of communication process
- Types of Communication
- Barriers to effective communication.
- Enhancing effective communication.

**Unit 6.
Controlling:**

LH 20

- Meaning and purpose of controlling.
- Process and types of Control.
- Control techniques: budgetary and other methods (internal audit & observation)
- Role of Nepal Rastra Bank, co-operative department and district co-operative offices in monitoring and regulating cooperatives in Nepal.

**Unit 7.
Cooperative Training and Education:**

LH 5

- Meaning and importance of co-operative training and education.
- Co-operative Training Centre; Introduction, objectives and major activities.

Unit 8.
Cooperative Accounting System (Theoretical aspects only)

LH 20

- Introduction to Cooperative Accounting System.
- Double Entry System: concept, principles and its application.
- Methods of recording transaction:
 - journal voucher
 - subsidiary books and
 - trial balance
- Major Financial Statements:
 - income Statement and
 - balance Sheet
- Meaning and importance of Auditing
- Internal Audit and Final Audit, pearls monitoring system
- Right, duties and responsibilities of Accounting Supervising Committee of co-operative.
- Budgeting practices its preparation and approval

Unit 9.
Meetings:

LH 10

- Meaning and types of Meetings.
- Meeting Procedures: Annual, Board and Committee meetings in co operative organizations.

Unit 10.
Co-operative and Rural Development

LH 5

- The role of co-operative institutions for rural development in Nepal with special reference to community empowerment and poverty reduction.

Unit 11.
Problems and Prospects of Co-operative in Nepal:

LH 20

- Problems encountered by co-operative.
- Social responsibilities
- Prospects of co-operative.
- Privatization vs. co-operative.

EVALUATION SCHEME:

Nature of Question	Total Questions to be asked	Required Number of Questions to be attempted	Weightage
A. Short Answer	10 (Ten)	8 (Eight)	8 for each
B. Long Answer	3 (Three)	2 (Two)	18 for each

Prescribed text and reference books

1. Bedi, R.D., Theory, History and Practice of Co-operation, 1981.
2. Co-operative Act 2048 and Rules 2049. (with amendments)
3. Hazela, T.N., Principles, Problems & Practices of Co-operation, 1996.
4. Shakya, S.R. Co-operative Movement in Nepal, 1984.
5. Koontz & Weihrich, Essentials of Management, N. Delhi, Tata McGraw Hill.
6. K.C., Fatta Bdr., Principles of Management (Nepali), Sukunda Pustak Bhawan, Kathmandu
7. Kamat, S.S., New Dimensions of Co-operative Management, 2002.
8. Saradha, V., The Theory of Co-operation, 1986.
9. Publications of related agencies.