

VI SEMESTER : MAJOR PAPER 13. CO-OPERATIVE ADMINISTRATION

- UNIT I. Definition, Meaning and Principles of a co-operative organisation - objectives and special/distinguishing features of co-op., organisation. Important features of the system regarding organisation. Supervision education, training, research and expansion prevailing in Tamil Nadu Co-operative System.
- UNIT II. The organisational set-up of the co-operative Departments in Tamil Nadu - Register of Co-operative Societies and other functional Registrar set-up of the co-operation department at state Regional, District and Taluk/Block levels.
- UNIT III. Manpower planning and recruitment - personnel requirement of Co-operation Department - Requirement - Various methods employed for requirement - promotion - suspension - Deputation on foreign service - performance approach - practice in Tamil Nadu.
- UNIT IV. Statuary functions of co-operation Department in Tamilnadu Audit., Arbitration, Execution, supervision Liquidation, enquiry, Inspection, Surcharge and Prosecution.
- UNIT V. Information system in Co-operative - Co-operative statistics - use of statistics inplaining and policy making - collection of and compilation by various agencies - returns relating to co-op societies to the Department and RBI/NABARD preparation of Annual Administration Reports.

BOOKS TO BE DISCUSSED :

1. GOEL .R.B
Co-operative Management and Administration Rs. 90/-
Deep & Deep Publications , New Delhi
2. Goel. S.L & Goel B.B
Administration of Personnel in Co-operatives Rs 50/-
Sterling Publishers, New Delhi, 1979
3. Goel. S.L & Goel B.B
Principles, Problems and Prospects of Co-operative Administration,
Sterling Publishers, New Delhi, 1979
4. Government of Tamil Nadu, Tamil Nadu Co-Operatives Societies Act
1983 and Rules 1988, Govt., Press Madras.
5. Internation L:abour Organisation
Co-operative Management and Administration ILO Rs.30/-
Geneva 1971
6. Rudrabasavaraj.M
Personnel Administration practice in India Rs. 40/-
Vaiklunth Metha National Institute of Co-operative
Management, pune 1969.