

**Major Based Elective III Cooperative Management**

- Unit 1.** Cooperative Management: Meaning, Objectives, Functions and distinctive features - comparison between management roles in different types of enterprises- Principles of cooperative Management – Planning : Meaning, Objective in cooperatives, Decision making in cooperatives - Process of decision making – Technique of decision making.
- Unit 2.** Organization: Meaning, Objectives, Principles of organization distinctive features of Cooperative organizations - Democratic structure - General Board - Role of Managing committee and sub- committee- advantages of committees – authority line and staff concept, the delegation of authority role of Executive at various levels in the organization – Behavioral approach to organization.
- Unit 3.** Staffing: Meaning, Importance, Functions, Principles and directions – executive development programme in Cooperatives – Policies and procedures - Duties and responsibilities, selection and training – Development of executive development in Cooperatives - Performance appraisal – Promotion.
- Unit 4.** Direction: Meaning, Importance, Principles of Direction - Direction function in Cooperatives - Leadership – Qualities and qualification, different types – Official and non - official leadership at different levels – Communication – Directions of communication - Types of communication, Barriers to communication - Role of communication in cooperatives.
- Unit 5.** Control and Coordination: Meaning, Importance, Technique, Process of control in cooperatives, essentials of effective control system in cooperatives- Establishment of standards for control mechanism, coordination: meaning, importance, principles of coordination in cooperatives - areas of coordination in cooperatives- inter departmental coordination.

**References**

- 1) Goel .B.D, *Cooperative Management and Administration*, Deep & Deep Publications, New Delhi 1984.
- 2) Lallen Prasan and Gulshan.S.S, *Management Principles and Practices*, Sultan Chand and Sons, New Delhi.1982
- 3) Nakkiran.S, *A Treatise on Cooperative Management*, Rainbow Publications Coimbatore, 1901.
- 4) Rana, J.M and Harman Lamm, *Cooperative Management*, International Cooperative Alliance, New Delhi, 1973
- 5) Sherlekar S.S, *Business Organization and Management*, Himalayan Publication House, Bombay-1977.
- 6) Sinha and Sahaya .R, *Management of Cooperative Enterprises*, National Council for Cooperative Training, New Delhi, 1981.