

CC X Practical Training**Unit 1. Objectives of the practical training:**

- a. To give practical knowledge on the general working of various types of Cooperative societies.
- b. To train in day-today administrations, account maintenance and auditing of various Cooperatives.
- c. To develop a capacity to appreciate and understand the working of Cooperative societies and the influence of various economic and social forces on societies etc.

Unit 2. The training will be study visits to various categories of Cooperatives from primary to apex levels and to various offices of the government department of Cooperation and the Block Development office. This has to be done under the guidance and supervision of lecturer who will accompany the students. The students are expected to maintain a record of this study visits in which they shall record all the information they have gathered during the visits. Suitable Proforma may be devised by the Department.

Unit 3. Assessment of the Training and Record.

Training and Record will be assessed by a committee consisting of the Head of the Department of Cooperation, One lecturer [Staff - in charge and the internal examiner]of the training programme and the external examiner. The Assessment will be made on the basis of the following:

	Internal Examiner 40 %	External Examiner 60%	Total 100 marks
A. Record -	20 marks	30 marks	50 marks
B. Test -	12 marks	18 marks	30 marks
C. Viva – Voce	8 marks	12 marks	20 marks

A. Record:

The Record will contain all the information, the student has gathered during the study visit. The Record will be assessed on the basis of the following criteria.

1. Whether Practical working known is recorded well.
2. Whether the data have been presented well (sequence of ideas. Clarity, use of tables and diagrams, etc.,)
3. Whether the student actively participated in the study (keep observation, interview, discussion, meeting etc.,)
4. Whether key problems have been identified and analyzed
5. Whether conclusions and recommendation are sound and useful.

B. Test:

Two hours test will be conducted to test the knowledge of the students where they have visited various types of Cooperatives from primary to apex level, various offices of the Govt., Department of Cooperation. The staff in charge and the external examiner will jointly frame a question paper and will value answer scripts.

C. Viva-Voce:

The Viva-voce examination will be conducted by a committee consisting of one internal examiner and the external examiner.

- 1) Factual information about the cooperatives
- 2) Knowledge of the problems and solutions
- 3) Clarity and Expression

The University will appoint an external examiner from the panel suggested by the Board of Studies. The assessment may be done for a period of **two days**, one day for the evaluation of practical training records & conduct of test and another day for the conduct of Viva-Voce examination