

**MODEL ANSWER KEY**

**CO-OPERATION (CWSN)**

STD: XII

Max Marks:80

**SECTION - A**

Q I. Select the correct answer from the bracket given below and fill in the blanks.

(10 marks) (1 mark each)

1. Admission.
2. Agenda.
3. Stock.
4. Share ledger.
5. Registrar.
6. Auditor.
7. Annual.
8. Royal.
9. Co-operative.
10. Agriculture.

(consider for 1 mark each)

Q II. Name the following. (10 marks) (2 marks each)

1. Division of labour.
2. Annual general meeting.
3. Balance sheet.
4. Interim audit.
5. 1904.

(consider for 2 marks each)

Q III. Select the correct alternative from the options given below. (10 marks) (1 mark each)

1. Chairman.
2. Internal finance.
3. Secretary.
4. Managing committee.
5. Accountant.
6. Register of members.
7. Auditor.
8. Registrar.
9. 1949.
10. Goa.

(consider for 1 mark each)

Q IV. State the following statements as 'true or false'. (10 marks) (1 mark each)

1. True.
2. False.
3. True.
4. True.
5. False.
6. True.
7. True.
8. False.
9. True.
10. True.

(consider for 1 mark each)

**SECTION - B**

QV A) Match the following. (5 marks) (1 mark each)

A	B
1) Division of labour.	1) According to their skills.
2) Ploughing back of profit.	2) Internal finance.
3) First general meeting.	3) Within three months.
4) Proposal placed before a meeting.	4) Motion.
5) Register of shares.	5) Statutory book.

(consider for 1 mark each)

QV B) Match the following. (5 marks) (1 mark each)

A	B
1) Non-statutory book.	1) Bonus register.
2) Goa Co-operative societies Act.	2) 2001.
3) Chartered Accountant.	3) 1949.
4) Developmental functions.	4) Financial help.
5) Supervisory role.	5) Visit to Co-operative society.

(consider for 1 mark each)

Q VI. Answer the following questions in a sentence. (10 marks) (1 mark each)

1)

- 1) Unity of objectives.
- 2) Efficiency.
- 3) Unity of command.
- 4) Unity of direction.

(consider any one point for 1 mark)

**OR**

- 1) Any person or any individual can become a member of the society provided he is qualified.
- 2) A refusal of admission to membership the concerned person can appeal to the Registrar of Co-operative Societies.
- 3) A nominal member shall not be entitled to any share in profits or dividend or interest or assets of the society.
- 4) A member of a Co-operative society has only one vote.

(consider any one point for 1 mark)

2) Quorum is the minimum number of the members required to be present throughout the meeting.

**OR**

Motion is the proposals placed before a meeting for discussion and decision.

(Consider any one for 1 mark)

3) Stock Register.

- a) Types of goods bought.
- b) Date of purchase.
- c) Quantity of goods bought.
- d) Purchase price of goods.

(consider any one point for 1 mark)

4) Balance sheet is a statement, which shows the financial position of the society on a particular date.

(consider for 1 mark)

5) Annual Audit is generally taken after the close of the financial year, after drawing trading account, profit and loss Account and Balance sheet.

(consider for 1 mark)

6) Right of Auditor.

- 1) The auditor of a Co-operative society has the right to receive the notice and every communication relating to the Annual General meeting of the society.
- 2) He has right to go through the books of accounts of the society.
- 3) He has the right to get any information about the society.
- 4) He has the right to attend the Annual General meeting.

(consider any one point for 1 each)

7) Distress according to Dr. E.M. Hough.

- 1) Poverty and malnutrition.
- 2) Wide spread indebtedness.
- 3) High percentage of illiteracy.
- 4) Lack of business experience.

(consider any one point for 1 each)

8) Exemptions given to Co-operative society Income Tax Act.

- 1) 100% exemptions to Co-operative societies giving credit facilities or doing banking business.
- 2) Co-operative society involved in cottage industries.
- 3) Agricultural processing societies.
- 4) Labour contract societies.

(consider any one point for 1 mark)

9)

<u>Agricultural credit Co-operative society.</u>	<u>Non-agricultural credit Co-operative society.</u>
1) Members generally consist of illiterate persons.	1) Membership consists of educated persons who know why they are together.
2) These societies are spread in rural areas.	2) These are located in urban and semi urban areas.
3) The numbers of societies is very high but average membership per society is much less.	3) The members of societies are much less but average membership per society is very high.
4) They cannot employ qualified and trained staff because of less profit.	4) They can employ qualified and trained staff because of high profit.

(consider any one point for 1 mark)

10) Defects in working of Co-operative banks.

- 1) The proper system of granting loans is not followed thus it is time consuming and costly.
- 2) Sometimes rules and regulations are not followed while sanctioning loans, which has resulted in increase overdues.
- 3) The investment of bank funds is not done properly resulting in heavy loss to the bank.
- 4) Interference of politicians in day to day working of the bank results in heavy loss.

(consider any one point for 1 mark)

Q VII. Answer the following questions in two points/sentences. (20 marks) (2 marks each)

1) Features of good Organisation.

- 1) Division of Labour.
- 2) Co-ordination.
- 3) Achievement of objects.
- 4) Authority and responsibility structure.
- 5) Equity.

(consider any two points for 2 marks)

2) Functions of Managing committee.

- 1) To consider an application for membership.
- 2) To consider the registration of the member.
- 3) To consider the allotment of shares.
- 4) To appoint salaried servants to the society as and when required.
- 5) To frame the rules and regulations pertaining to the service conditions of the employees of the society.
- 6) To punish and dismiss the salaried servants of the society.

(consider any two points for 2 marks)

3) Essentials of a valid meeting.

- 1) Convening Authority.
- 2) Notice.
- 3) Agenda.
- 4) Quorum.
- 5) Chairperson.
- 6) Motion.

(consider any two points for 2 marks)

4) Duties of the chairman.

- 1) To see that a meeting is duly convened and constituted.
- 2) To decide the order of motions to be discussed at the meeting.
- 3) To sign the minutes of the previous meeting.
- 4) To ascertain the sense of the meeting.
- 5) To declare the result of voting.
- 6) To maintain discipline at the meeting.

(consider any two points for 2 marks)

5)

<u>Statutory books.</u>	<u>Non-statutory books.</u>
1) These books must be maintained by all Co-operative societies.	1) These books may or may not be maintained by all Co-operative societies
2) These books are essential for auditing.	2) These books are not essential for auditing.
3) They are stock register, minutes book, share register, property register, etc.	3) They are purchase register, sales register, bonus register, etc.

(consider any two point for 2 mark)

OR

Contents of property register.

- 1) Types of assets or property purchased.
  - 2) Date on which the property purchased.
  - 3) Name of the supplier.
  - 4) Value of the property purchased.
  - 5) Type of property sold.
  - 6) Date on which the property sold.
- ( consider any two points for 2 marks)

6) Types of Audit.

- 1) Annual Audit or statutory Audit.
  - 2) Interim Audit.
  - 3) Continuous audit.
  - 4) Internal Audit.
- (consider any two types for 2 marks)

OR

Weakness of Audit system.

- 1) It is not useful for small societies as it cannot be implemented on the principles of division of labour.
  - 2) The employees develops specialisation in one thing but remain unaware of many things.
  - 3) It is costly and cannot be implemented in small societies.
  - 4) The system is not properly implemented will lead to confusion in future.
  - 5) It is difficult to find purposeful errors.
  - 6) The work of routine checking is monotonous.
- (consider any two points for 2 marks)

7) Financial help to Co-operative societies.

- 1) By purchasing shares.
  - 2) By purchasing debentures.
  - 3) Providing guarantee to purchase shares.
  - 4) Providing grants.
  - 5) Raising finance by giving loans and advances.
  - 6) Providing facilities to repay loan taken.
- (consider any two points for 2 marks)

8) Promotional role of Registrar of Co-operative societies.

- 1) Guidance for organisation is provided.
  - 2) Get prepared standard bye laws.
  - 3) Issue policy directives for organisation of Co-operative societies.
  - 4) To give guidance to all officers of Co-operative department.
- ( consider all four points for 4 marks)

9) Special features of Co-operative Banking.

- 1) Functions of a Co-operative bank is governed by the Co-operative Societies Act of the state or central as applicable.
  - 2) The government as well as the members of the Co-operative bank directly or indirectly control the affairs of the bank.
  - 3) The day today functioning of the bank is controlled by the Board of Directors elected by members.
  - 4) The main purpose of the Co-operative banks is to cater the financial needs of agricultural sector.
  - 5) The objectives of Co-operative banks is not to make profits but to develop agricultural sector.
  - 6) Every Co-operative bank is independent in nature but have link in beginning at primary to state level.
- (consider any two points for 2 marks)



BLUE PRINT

CO-OPERATION (C.W.S.N)

Std: XII

Sr.No.	UNIT	Fill in the blanks	Name the following	MC Q	True or False	Match the column	Short answers in one sentence	Short answers in two sentences	Total
1	Management of a Co-operative Organisation	1 (1)	1 (2)	2 (1)	2 (1)	2 (1)	*2 (1)	2 (2)	14
2	Meeting of a Co-operative Society	1 (1)	1 (2)	2 (1)	2 (1)	2 (1)	*2 (1)	2 (2)	14
3	Accounts of a Co-operative Society	2 (1)	1 (2)	2 (1)	2 (1)	2 (1)	2 (1)	*2 (2)	14
4	Audit of a Co-operative Society	2 (1)	1 (2)	2 (1)	2 (1)	2 (1)	2 (1)	*2 (2)	14
5	State and Co-operative Movement	2 (1)	1 (2)	1 (1)	1 (1)	2 (1)	2 (1)	2 (2)	14
6	Co-operative Banking	2 (1)	-----	1 (1)	1 (1)	-----	2 (1)	2 (2)	10
	Total	10	10	10	10	10	10	20	80

**Note**

- 1) Number of questions outside the bracket
- 2) Number of marks for each questions inside the bracket
- 3)\* (star) indicates option.

## MODEL QUESTION PAPER

STD: XII

MARKS: 80

DATE:

Subject:- CO-OPERATION (CWSN)

Duration: 3 Hours

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### **Instructions:**

- (i) All questions compulsory.
- (ii) Answer each question on a fresh page.
- (iii) Write the number of each question and sub question clearly.
- (iv) Internal choice has been provided in question No VI and VII.

### **SECTION - A**

Q. I Select the correct answer from the bracket given below and fill in the blanks.

(10 marks) (1mark each)

( Stock, admission, agenda, Registrar, agriculture, share ledger, co-operative, Royal, Annual, Auditor)

1. The Society collects entrance fees from its prospective members at the time of \_\_\_\_\_.
2. The list of items to be discussed at a meeting is \_\_\_\_\_.
3. \_\_\_\_\_ register keeps a record of the goods bought and sold.
4. Registrar of shares is also called the \_\_\_\_\_.
5. The Person who does the appointed of auditors is \_\_\_\_\_.
6. The person who examines the books of accounts is the \_\_\_\_\_.
7. \_\_\_\_\_ report is prepared at the end of a co-operative year.
8. \_\_\_\_\_ Commission for agriculture was set up in the year 1928.
9. The bank which provide service and not to earn profit is \_\_\_\_\_.
10. The main occupation carried out in the rural areas is \_\_\_\_\_.

**1**

Q. II Name the following: (10 marks) (2 marks each)

1. Distribution of the work according to the skills of employees.
2. A meeting which is held once in a year.
3. A statement which shows the financial position of the society on a



particular date.

4. The audit which is conducted before final audit.
5. In which year was the first Indian Co-operative Societies Act was passed.

Q. III Select the correct alternative from the options given below.

( 10 marks) (1 mark each)

1. \_\_\_\_\_ is authorised to exercise a casting vote.  
a) Secretary                      b) Treasurer                      c) Chairman
2. \_\_\_\_\_ is the best source of finance available to an established co-operative Society.  
a) Advances                      b) Internal finance                      c) Loans
3. Minutes book is maintained by the \_\_\_\_\_.  
a) Secretary                      b) Shareholders                      c) Creditors
4. The office bearers of a co-operative Society are appointed by the \_\_\_\_\_.  
a) Registrar                      b) Managing Committee                      c) Auditor
5. A person who maintains books of accounts in a co-operative Society is \_\_\_\_\_.  
a) Accountant                      b) Chief promoter                      c) debtors
6. The register which keeps a record of all the members of the Society is \_\_\_\_\_.  
a) Stock Register                      b) Register of members                      c) Register of debentures
7. \_\_\_\_\_ maintains the audit note book.  
a) Secretary                      b) Office bearer                      c) Auditor
8. \_\_\_\_\_ of a Co-operative societies is authorised to appoint the certified Auditor of a Co-operative Societies.  
a) Registrar                      b) Auditor                      c) Secretary
9. The Rural banking Enquiry committee was established in the year \_\_\_\_\_.  
a) 1949                      b) 1962                      c) 1964
10. The State in which Central co-operative bank is not set up is \_\_\_\_\_.  
a) Goa                      b) Karnataka                      d) Maharashtra

Q. IV State the following statements as 'True or false' (10 marks) (1mark each)

1. Chairperson plays a very important role in conducting the meeting.
2. Finance is not a king-pin of business of the Society.
3. The notice of the meeting should be given to all the members at least 14 days before the meeting.
4. Quorum is the minimum number of the members required to be present throughout the meeting.
5. Register of members is not a statutory book.
6. Profit and loss account is prepared to ascertain the net profit or net loss made during the year.
7. An audit programme is a scheme of the audit work carried out.
8. Maharashtra Co-operative Societies Act, 1960 is now applicable in the state of Goa.

9. Co-operative Department in Goa has been sub-divided into three zones.
10. An overdraft facility is given to current account holder of the bank.

**SECTION – B**

Q. V A) Match the following: (5marks) (1mark each)

<b><u>A</u></b>	<b><u>B</u></b>
1) Division of labour	a) motion
2) Ploughing back of profit	b) statutory Book
3) First General Meeting	c) internal finance
4) Proposal placed before a meeting	d) according to their skills
5) Register of shares	e) within three months

Q. V B) Match the following: (5marks) (1mark each)

<b><u>A</u></b>	<b><u>B</u></b>
1) Non Statutory Book	a) 1949
2) Goa Co-operative Societies Act	b) visit to Co-operative Society
3) Chartered Accountant	c) 2001
4) Developmental function	d) bonus Register
5) Supervisory Role	e) financial help

Q. VI Answer the following questions in a sentence. (10 marks ) (1 mark each)

1. Mention one principal of organisation of a co-operative Society.  
OR  
State any one right of a member of a co-operative society.
2. What is meant by 'Quorum'.  
OR  
What is meant by Motion.
3. State any one contents of the stock Register.
4. What is meant by balance sheet.
5. Define the term 'Annual audit'.
6. State any one right of Auditor.
7. Mention any one factor which is responsible for distress of co-operative society according to Dr. E.M. Hough.
8. State any one exemption given to co-operative Societies in Income Tax Act.
9. Distinguish between agriculture credit co-operative Society and Non-agricultural credit co-operative Society. ( one point)
10. State any one defect in working of co-operative banks.

Q. VII Answer the following questions in two points / sentences.  
(20 marks ) (2 marks each)

1. State any two features of a good organization.
2. Mention any two functions of Managing Committee.
3. List any two essentials of a valid meeting.
4. State any two duties of the Chairman at the time of meeting.
5. Distinguish between Statutory Books and Non Statutory Books.  
(any two points)

OR

Mention any two contents of property register.

6. State any two types of Audit.

OR

State any two weakness of audit system.

7. State the Co-operative department which provide financial help to various Co-operative Societies. (any two points)
8. Mention any two promotional role of the registrar of co-operative societies.
9. State any two special features of co-operative banking in India.
10. Distinguish between Co-operative Bank and Commercial Bank. ( any two points)

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Revised Syllabus for C.W.S.N

Std:- XII

Book –Co –operative Studies

MARKING SCHEME AS PER REVISED SYLLABUS

UNIT	CONTENTS	MARKS
1.	Management of a Co –operative organization	14
2.	Meeting of a Co –operative society	14
3.	Accounts of a Co –operative society	14
4.	Audit of a Co –operative society	14
5.	State and Co –operative Movement	14
6.	Co –operative Banking	10

## SYLLABUS

Std:- XII

CO-OPERATION (C.W.S.N)

### UNIT

1. Management of a Co-operative organization
  - \_\_\_ Introduction
  - \_\_\_ features of a good organization
  - 1) Division of labour
  - 2) Co-ordination
  - 3) Discipline
  - 4) Equity
  - \_\_\_ Principles of organization
  - 1) Unity of Objectives
  - 2) Efficiency
  - 3) Unity of Command
  - 4) Unity of Direction
  - 5) Responsibility
  - 6) Balance
  - 7) Flexibility
  - 8) Continuity
  - \_\_\_ Eligibility of a Membership
  - \_\_\_ Rights and duties of a member
  - \_\_\_ Members Right pertaining to Annual General meeting
  - \_\_\_ Cancellation of membership
  - 1) Death of a member
  - 2) Unsound mental position
  - 3) Non - payment of fees
  - 4) Area of operation
  - 5) Imprisonment
  - 6) Defaulter

\_\_\_ Introduction of managing committee

\_\_\_ Procedure of election of managing committee

\_\_\_ Functions and powers of managing committee

\_\_\_ Tenure of the office of managing committee

\_\_\_ Chairperson

A) Role of a Chairperson

B) Removal of Chairperson

C) Vice Chairperson

\_\_\_ Secretary

A) Appointment of Secretary

B) Duties of Secretary towards the office

C) Duties of a Secretary towards the members of the society

D) Duties of a Secretary towards the managing committee

E) Duties of a Secretary towards the Registrar of the Co –operative society

\_\_\_ Treasurer

A) Role of a treasurer

\_\_\_ Funds Management of a Co –operative society

A) Need of finances in a Co –operative society

B) Requirement of finance in a Co –operative society

C) The factors determining the capital requirement of a Co –operative society

i) Area of operation

ii) Classification of a Co –operative society

iii) Nature or value of the product

iv) Size of business

v) Types of activities

vi) Frequency of turnover

\_\_\_ Sources of finance and their relative importance

1) By issue of shares

2) By entrance fees

3) By receiving deposits

4) By raising loans

5) By donations

6) Grants and subsidies

7) Internal finance

## UNIT

2.

Meeting of a Co –operative society

\_\_\_ Introduction

\_\_\_ Need and purpose of a meeting

\_\_\_ Essentials of a Valid meeting

a) Convening Authority

- b) Notice
- c) Agenda
- d) Quorum
- e) Chairperson
- f) motion
- g) Casting vote
- h) Resolution
- i) Minutes
- j) Attendance
- \_\_\_ Produce of Conducting of a meeting
- \_\_\_ Types of meetings
  - A) First General meeting
  - B) Annual General meeting
  - C) Special General meeting
  - D) Managing Committee meeting
- \_\_\_ Business transacted at the
  - A) First General meeting
  - B) Annual General meeting
  - C) Special General meeting
  - D) Managing committee meeting
- \_\_\_ Powers and duties of the chairperson
- \_\_\_ Duties of Secondary towards the conduct of a A.G.M.

## UNIT

3.

Accounts of a Co-operative society

\_\_\_ Introduction

- A) Need and Importance of Accounts
- B) Books of Accounts of a Co-operative society
  - i) Statutory Books
  - ii) Non Statutory
- C) Study of Important Statutory Books
  - 1) Register of members
  - 2) Register of shares
  - 3) Register of debentures
  - 4) Minutes of proceedings of A.G.M.
  - 5) Minutes books of proceedings of M.C. Meetings
  - 6) Stock Register
  - 7) Property Register
- \_\_\_ Contents of Final Accounts
  - 1) Trading Account
  - 2) Profit and loss Account

3) Balance sheet

\_\_\_ Statutory requirements for publication of final Accounts

\_\_\_ Appropriation of profit earned by a Co-operative society

UNIT

4.

Audit of a Co-operative society

\_\_\_ Introduction

\_\_\_ Objects

\_\_\_ Advantages of Auditing

\_\_\_ Types of Audits

a) Annual Audit or Statutory Audit

b) Interim Audit

c) Continuous Audit

d) Internal Audit

\_\_\_ Qualification/Appointment of an auditor

\_\_\_ Rights and duties of Auditors

\_\_\_ Preparation of the Audit

\_\_\_ Audit Programme

\_\_\_ Audit Notebook

\_\_\_ Audit Memorandum

\_\_\_ Contents of an Audit memorandum

\_\_\_ Audit classification

\_\_\_ weakness/Demerits /Defects/limitations/Drawbacks of  
audit system

UNIT

5.

State and Co-operative Movement

\_\_\_ Constitutional status of Co-operatives

\_\_\_ Recommendations made by conference of Co-operative  
ministers in 1969

\_\_\_ Government Guarantees

\_\_\_ Government contributions at times of distress

\_\_\_ Special concessions and exemptions from certain taxes

\_\_\_ Co-operative Department in Goa

\_\_\_ Statutory functions

b) Development functions

i) Co-operative Education and Training

2) Financial help

3) Guidance to new Co-operative Societies

4) To take possession of weak Societies

\_\_\_ Role of the Registrar of Co-operative Societies

a) Promotional Role



- b) Administrative Role
- c) Judiciary Role
- d) Quasi Judiciary Role
- e) Regulatory Role
- f) Supervisory Role
- \_\_\_ Powers of the Registrar of Co –operative Societies
- \_\_\_ functions of the Registrar
- i) Statutory functions
- ii) Development and Promotional functions
- iii) Reports and return to be submitted to the Registrar
- iv) Mismanagement in a Co –operative Society

## UNIT

6.

### Co –operative Banking

- \_\_\_ Need
- \_\_\_ Nature
- \_\_\_ Special features of Co –operative Banking
- \_\_\_ Characteristics of Co –operative Banks
- \_\_\_ Role of Co –operative Banks
- A) Agriculture Sector
- B) Financial Need of Agricultural sector
- C) The sources of credit to agricultural sector
  - 1) Individual level Resources
  - 2) Institutional Level Resources
- \_\_\_ Difference between agricultural credit Co –operative Society and non agricultural credit Co –operative Society
- \_\_\_ Difference between Co –operative Banks and commercial banks
- \_\_\_ Role of Registrar in Respect of Co –operative bank
- \_\_\_ Defects that are found in the working of Co –operative banks
- \_\_\_ Suggestions for betterment of co-operative Banks

-----THE END-----



