

**Masters of Arts in Development Administration  
As per Choice Based Credit System (2016-17 onwards)**

**SEMESTER- III**

Subject Code	Course Title	Credits	Number of Hours
<b>Technical Training Subjects – Cooperation (COR)</b>			
316 (COR)	Cooperative Sector Management	4	45
317 (COR)	Cooperative Sector Management (Credit)	4	45
318 (COR)	Cooperative Sector Management (Production, Processing & Marketing )	4	45
319 (COR)	Co-operative Sector Management (Service)	4	45
320 (COR)	Allied Cooperative Sectors and Management	4	45
	<b>Practical Components - Military attachments</b>	2	20
	<b>Practical Components – Village Report</b>	2	20
	<b>Practical Components – Judiciary Report</b>	2	20
	<b>Practical Components – Parliamentary Appreciation Module</b>	2	20
	<b>Practical Components – Legislative Procedures Module</b>	2	20
	<b>Total</b>	30	325

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### Semester -3

### Master of Arts in Development Administration (Cooperation)

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<b>Technical Training Subjects- Cooperation (COR)</b>			
<b>316 (COR)</b>	<b>Co-operative sector Management</b>	<b>4</b>	<b>50</b>
<b>316.1</b>	<b>Frame work for Regulation of Co-operative Business-</b>	<b>0.5</b>	<b>6</b>
316.1.1	1. Co-operative Societies Act, 2. Co-operative Societies Rules		<b>3</b>
316.1.2	3. Bylaws Co-operative Societies, 4. Government policy- Govt. Resolutions, Circulars, Standing Orders etc.		<b>3</b>
<b>316.2</b>	<b>Necessity for Adopting Professional &amp; Modern Management Techniques &amp; Tools for Cooperative Business</b>	<b>0.5</b>	<b>6</b>
316.2.1	Politicization of Co-operative Movement, Conflict between Co-operative Values & vested interests,		<b>2</b>
316.2.2	Synchronization of Co-operative Values & Principles of Professional Management		<b>2</b>
316.2.3	Co-operation among co-operatives, networking & Capacity building Co-operatives at National Level & State Level for equal level playing fields		<b>1</b>
316.2.4	Competition of co-operation sector with corporate sector & public sector, policy issues on cooperation		<b>1</b>
<b>316.3</b>	<b>Concept &amp; Principles of Management &amp; its application to cooperative sector</b>	<b>0.5</b>	<b>6</b>
316.3.1	Administrative Functions (POSDCoRB)		<b>3</b>
316.3.2	7 M of Management (Money, Material, Machines, Manpower, Management, Maintenance, Markets)		<b>3</b>
<b>316.4</b>	<b>Project Management</b>	<b>0.5</b>	<b>6</b>
316.4.1	Feasibility study of Project, Design (Project Report Preparation), Implementation, Exit Policy, Monitoring, Evaluation (Cost Benefit Analysis, RoI Breakeven Point), Sustainability of Project		<b>3</b>
316.4.2	Logical Framework Management (Networking, Scheduling)		<b>1</b>
316.4.3	Project Management Tools (Gantt chart, CPM, PERT)		<b>2</b>
<b>316.5</b>	<b>Financial Management, Principles &amp; Practices of Accounting &amp; Auditing</b>	<b>1</b>	<b>13</b>
316.5.1	Accounting Principles, International Accounting Standards, Types of Account, Double entry book Keeping , Books of Account- Cash book, Journal, Ledger etc.		<b>4</b>

316.5.2	Final Accounts- Trading Account, Profit & Loss Account, Balance sheet etc. Introduction to computerized Accounting, Cost Accounting & Management Accounting		<b>3</b>
316.5.3	Concept & Scope of Co-operative Audit, Vouching, Depreciation methods , Audit Programme & Audit report		<b>3</b>
316.5.4	Liabilities , responsibilities & Powers of Co-operative Auditor		<b>3</b>
316.5.5	Standard Auditing policies issued by ICAI		<b>3</b>
<b>316.6</b>	<b>Human Resource Management, Necessity of Co-operative Education &amp; Training</b>	<b>0.5</b>	<b>6</b>
316.6.1	Principles & scope of HRM as applicable to Co-operatives		<b>2</b>
316.6.2	Crisis of Value based cooperative Leadership & Professional Manpower		<b>2</b>
316.6.3	Necessity of Co-operative Education & Training		<b>2</b>
<b>316.7</b>	<b>Management by Objective- Quality, Time, Risk &amp; Strategy etc.</b>	<b>0.5</b>	<b>6</b>
316.7.1	Quality Management		<b>2</b>
316.7.2	Time Management		<b>1</b>
316.7.3	Risk management		<b>1</b>
316.7.4	Strategic Management		<b>2</b>
<b>317</b>	<b>Cooperative Sector Management (Credit)</b>	<b>4</b>	<b>50</b>
<b>317.1</b>	<b>Agricultural Credit -</b>	<b>0.75</b>	<b>10</b>
317.1.1	Three Tier Structure (PACS, DCCB, MSCB) for Institutional Finance		<b>2</b>
317.1.2	Working & Regulatory mechanism of NABARD		<b>1</b>
317.1.3	Types of Loan- Short term, Medium term & Long term		<b>1</b>
317.1.4	Crop Loan, Concept of Seasonal Agricultural operations (SAO) fund		<b>1</b>
317.1.5	Technical Committee to fix Scales of Finance, Normal Credit Statements of Farmer members of PACS for Crop Loan		<b>2</b>
317.1.6	Kisan Credit/ Rupay Card, AADHAR based Financial Inclusion for Direct Benefits Transfer		<b>1</b>
317.1.7	Business Development Plans of PACS		<b>2</b>
<b>317.2</b>	<b>Farmer service societies(FSS), Large and Multi-Purpose societies (LAMPS), IFFCO, KRIBHCO</b>	<b>0.25</b>	<b>3</b>

317.2.1	Farmer service societies(FSS)		1
317.2.2	Large and Multi-Purpose societies (LAMPS),		1
317.2.3	Lift irrigation co-operative societies, Subsidy to Lift Irrigation societies under State Plan, Water User's Associations		1
<b>317.3</b>	<b>State Level Bankers Committee (SLBC), Lead District Bank, District Credit Plan</b>	<b>0.25</b>	<b>3</b>
317.3.1	State Level Bankers Committee (SLBC), Lead District Bank		<b>1.5</b>
317.3.2	District Credit Plan		<b>1.5</b>
<b>317.4</b>	<b>Govt. Schemes for Crop Production Incentive, Crop Insurance and Vaidyanathan Committee on recapitalization of PACS</b>	<b>0.25</b>	<b>4</b>
317.4.1	Crop Production Incentive- Punjabrao Deshmukh Yojana		<b>1</b>
317.4.2	Crop Insurance		<b>1</b>
317.4.3	Vaidyanathan Committee on recapitalization of PACS		<b>2</b>
<b>317.5</b>	<b>Loan Waiver schemes : Implementation and implications</b>	<b>0.5</b>	<b>6</b>
317.5.1	Lack of Sufficient Irrigation, Natural Calamities, Lack of Inadequate & Prompt finance, Low Productivity of Agriculture, Distress sale of Agricultural Produce, indebtedness & Farmer's suicides – necessity for strengthening of institutional finance & marketing mechanism		<b>2</b>
317.5.2	Loan Waiver schemes : Implementation		<b>2</b>
317.5.3	Loan Waiver schemes : implications		<b>2</b>
<b>317.6</b>	<b>Non Agricultural Credit,</b>	<b>0.75</b>	<b>9</b>
317.6.1	Urban Credit Societies, Salary earner's Societies		<b>3</b>
317.6.2	Non-Agricultural Rural Credit Societies,		<b>3</b>
317.6.3	Micro-finance & women SHG		<b>3</b>
<b>317.7</b>	<b>Money Lending Management</b>	<b>0.5</b>	<b>6</b>
317.7.1	Functioning of Money Lenders		<b>3</b>
317.7.2	Regulatory mechanism of Registrar of Money Lenders		<b>3</b>
<b>317.8</b>	<b>Working of Urban co-operative Banks &amp; Regulatory Mechanism of RBI</b>	<b>0.75</b>	<b>9</b>
317.8.1	Principles , Definitions & functions of Banking , issuance of Banking Licence		<b>2</b>
317.8.2	Co-operative Banking- Special Features, Registration of UCB		<b>1</b>

317.8.3	Management of Loans & Advances of UCBs, Concept of NPA, ALM & CAMELS rating, ratio analysis etc.		<b>2</b>
317.8.4	Banking & Information Technology, core banking, Net banking etc.		<b>1</b>
317.8.5	RBI – Urban Banks Division, Role & Functions, inspection u/s 35 of B.R. Act, Prudential norms & Gradation of Banks, NAFCUB, TAFCUB etc.		<b>1</b>
317.8.6	DICGC & insurance cover for deposits.		<b>1</b>
317.8.7	Recovery Mechanism in UCB's u/s101, Arbitrator, Securitization & asset reconstruction Act, debt recovery tribunal.		<b>1</b>
<b>318(COR)</b>	<b>Co-operative sector Management (Production, Processing &amp; Marketing)</b>	<b>4</b>	<b>50</b>
<b>318.1</b>	<b>Processing Co-operative Societies (Sugar)</b>	<b>1.5</b>	<b>18</b>
318.1.1	Registration of co-operative sugar factory, bylaws amendment , Staffing pattern of sugar factory, permission to sugar factories for lease rent and partnership		<b>3</b>
318.1.2	Statutory Audit of sugar factory, Audit rectification cost audit, energy audit etc.		<b>3</b>
318.1.3	Sugarcane price regulation Act 2013, Sugarcane control Board, concept of FRP & MSP, Committee under Ministers regarding sugarcane Price, sugarcane purchase tax, Financial Assistance under various Plan schemes for sugar sector under Central & State Govt.		<b>3</b>
318.1.4	Crushing License, Monitoring of daily crushing of sugarcane, sugarcane development programme, Harvesting Programme, sugarcane development fund,		<b>2</b>
318.1.5	Bye products of sugar factories, co-generation projects- Administrative & financial sanction, Works related to installation of new sugar plant etc.		<b>3</b>
318.1.6	Export of sugar, stock of sugar, buffer stock, levy & non levy sugar etc.		<b>2</b>
318.1.7	Technical approval to various projects, civil works, computerization & e-Governance of sugar factory, collection & consolidation of statistical data of sugar factories, Vasantdada Sugar Institute.		<b>2</b>
<b>318.2</b>	<b>Processing Co-operative Societies (Cotton)</b>	<b>1</b>	<b>12</b>
318.2.1	Registration & Bylaws amendment of co-operative spinning mills, installation of spinning mills		<b>3</b>
318.2.2	National textile policy, textile policy of Maharashtra Govt., Textile Park		<b>2</b>
318.2.3	Various plan schemes of central govt. & state govt. related to spinning mills		<b>3</b>
318.2.4	Rehabilitation, capacity expansion of spinning mills		<b>2</b>
318.2.5	Role of Maharashtra State power looms corporation, Maharashtra state handloom corporation		<b>2</b>

<b>318.3</b>	<b>Processing Co-operative Societies (Other Agro-Based)</b>	<b>0.25</b>	<b>3</b>
318.3.1	Agricultural processing co-operative societies for fruits, vegetables, Onion & other various perishable commodities		<b>1.5</b>
318.3.2	Processing societies for food grains- paddy, pulses, wheat, bio sugar plants etc.		<b>1.5</b>
<b>318.4</b>	<b>Animal Husbandry, Poultry, Dairy &amp; Fisheries Co-operative Societies</b>	<b>0.5</b>	<b>7</b>
318.4.1	Registration of primary dairy co-operative societies, dairy unions at Taluka & district Level, Mahanand Milk Federation		<b>2</b>
318.4.2	Operation white flood, NDDDB, AMUL, Integrated dairy development Programme		<b>2</b>
318.4.3	Audit & Audit rectification of dairy societies		<b>1</b>
318.4.4	Poultry Co-operative societies		<b>1</b>
318.4.5	Fisheries Co-operative societies		<b>1</b>
<b>318.5</b>	<b>Industrial, Labor contract &amp; Forest Labor Co-operative Societies</b>	<b>0.25</b>	<b>3</b>
318.5.1	Industrial Co-operative societies, share capital assistance scheme 1:3, Industrial Co-operative estates, Block Level village artisans societies		<b>1</b>
318.5.2	Forest labor Co-operative societies		<b>1</b>
318.5.3	Labor Contract Co-operative Societies, work allotment committee at DDR Level		<b>1</b>
<b>318.6</b>	<b>Agricultural Marketing Co-operative Societies</b>	<b>0.5</b>	<b>7</b>
318.6.1	Three tier structure of Agricultural Marketing- Taluka, District sale purchase Unions, Marketing federation at state level		<b>2</b>
318.6.2	MSP for various Agricultural commodities, Procurement centers, mechanism for avoiding distress sell by farmers & fair, remunerative prices to agricultural produce		<b>2</b>
318.6.3	Maharashtra state cotton growers marketing federation- role & functions		<b>1</b>
318.6.4	Other Marketing societies- primary, wholesale consumer stores, student's consumer stores, Role of Maharashtra state co-operative consumers federation, Public Distribution System (PDS)		<b>2</b>
<b>319(COR)</b>	<b>Co-operative sector Management (Service)</b>	<b>4</b>	<b>50</b>
<b>319.1</b>	<b>Housing Co-operative Societies</b>	<b>2.25</b>	<b>28</b>
319.1.1	Types of Housing societies, Registration, District Level, State Level Federations, National Housing Societies Federation		<b>4</b>
319.1.2	Bylaws amendment, Model Bylaws,		<b>3</b>
319.1.3	Housing Manual,		<b>3</b>
319.1.4	Redressal of grievances at the level of (a) General Body b) Registrar (c) Cooperative Court (d) Municipal Corporation (e) Police Authority (f) Civil & other courts		<b>6</b>
319.1.5	Redevelopment		<b>3</b>

319.1.6	Working of MHADA, CIDCO, SRA Housing Societies		<b>3</b>
319.1.7	Deemed conveyance		<b>6</b>
<b>319.2</b>	<b>Transport Co-operative Societies, Tourism Co-operative Societies, Insurance Co-operative societies</b>	<b>0.5</b>	<b>6</b>
<b>319.3</b>	<b>Co-operative Hospitals</b>	<b>0.25</b>	<b>3</b>
<b>319.4</b>	<b>Co-operative Education, Training &amp; Human Resource Development</b>	<b>1</b>	<b>13</b>
319.4.1	NCUI, NCCT, VAMNICOM, Maharashtra state Co-operative Union		<b>4</b>
319.4.2	ICM Pune & Nagpur, District Co-operative Boards		<b>3</b>
319.4.3	Annual Training plans for Training of Managing committee Members, office bearers, members u/s 24 A		<b>6</b>
<b>320</b>	<b>Allied Cooperative Sectors and Management- I</b>	<b>04</b>	<b>50</b>
<b>320.1</b>	<b>Working of APMCs, Modern Markets, Terminal Market &amp; National commodity Market, e-Auction Process</b>	<b>1</b>	<b>13</b>
320.1.1	Powers & duties of Market committee, Officials & Non- officials Staff of Market committee		<b>7</b>
320.1.2	Market Funds & Financial Management of Market Committee		<b>6</b>
<b>320.2</b>	<b>Development of Alternative market channels</b>	<b>1</b>	<b>12</b>
320.2.1	Working & Development of - Direct Market License holders & single License holder		<b>3</b>
320.2.2	Private Markets		<b>3</b>
320.2.3	Development of contract farming		<b>2</b>
320.2.4	Working of farmers producers organisations/companies		<b>2</b>
320.2.5	Development of weekly Bazars & Shetakari Bazars		<b>2</b>
<b>320.3</b>	<b>Working of Maharashtra State Agricultural Marketing Board</b>	<b>1</b>	<b>13</b>
320.3.1	Establishment & Constitution, Members, MD		<b>2</b>
320.3.2	Functions & powers of State Marketing Board		<b>2</b>
320.3.3	Schemes of Marketing Board for Development of APMCs		<b>2</b>
320.3.4	Utilization of Development of Fund , Audit of Accounts		<b>2</b>
320.3.5	NIPHT, National Horticultural Mission, NCDC – Schemes for cold storage, cold chain, Mahagrape, Mahamango, Mahacashew etc.		<b>3</b>
320.3.6	District Marketing Plan		<b>2</b>
<b>320.4</b>	<b>Measures adopted by Government for remunerative prices to agricultural produce &amp; Mechanism for marketing</b>	<b>1</b>	<b>12</b>
3205.4.1	MSP for Agricultural Commodities, Agricultural Price commission		<b>4</b>
320.4.2	Working of NAFED		<b>4</b>
320.4.3	State Marketing Federation- Nodal Agency of NAFED, Procurement centers		<b>4</b>