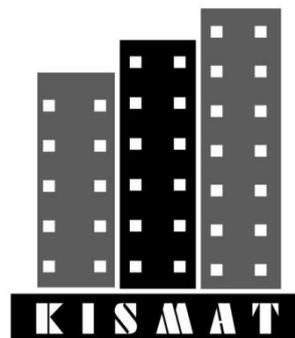


**GOVERNMENT DIPLOMA
IN CO-OPERATION & ACCOUNTANCY
G.D.C. & A. 2014**



PROSPECTUS

Published by:

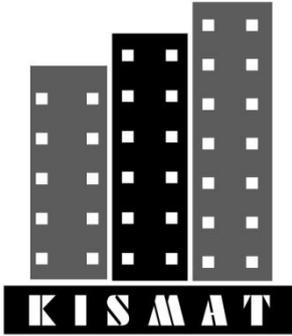


**KAMATH INSTITUTE OF
SOCIETY MANAGEMENT AND TRAINING (KISMAT)**

Promising a better tomorrow

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**KAMATH INSTITUTE
OF SOCIETY MANAGEMENT
AND TRAINING**



KAMATH SOCIETY SERVICES

JOIN WITH US FOR YOUR BETTER FUTURE

Head Office:

A-1, 102, Shree Samrat Ashok CHS Ltd., Jakatnaka, Opp. Science Garden, Virar (West), Pin: 401303

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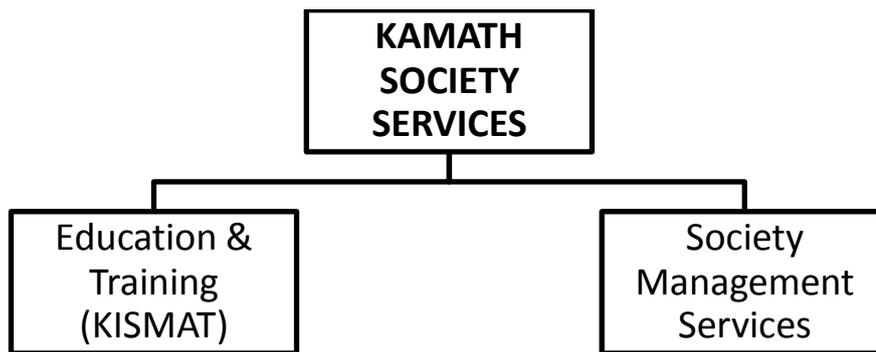
ABOUT US

Dear Friends,

KAMATH SOCIETY SERVICES is one of the pioneers in the field of Co-operative Society Management, carrying out its activities of Training and providing Professionally Trained Managers to Co-op. Housing Societies and Co-op. Premises Societies for the past many years.



Mr. Shashidhar Kamath



1. Education & Training Wing:

As the response to the training programme, increased in leaps and bounds, we felt it necessary to reorganize our setup and have a more professional approach to the training programmes, thus resulting in the formation of **KAMATH INSTITUTE OF SOCIETY MANAGEMENT AND TRAINING (KISMAT)**.

KISMAT is based in Mumbai, Thane, Navi Mumbai, Panvel, Vasai / Virar, and is ever growing, providing qualitative and practical training in Co-operative Societies Management.

KISMAT at present offers training in two fields related to Co-operative Sector.

1. Co-operative Housing Society Management Training Course:

(For new aspirants who wish to make a career as Certified Society Managers, as well as Committee members, who wish to upgrade their knowledge about Co-operative Societies Management.)

This course provides in-depth knowledge of Co-operative Societies Management (Housing & Premises), Functioning, Administration and Accounting, preparing aspirants to work independently as Society Managers or later Consultants to Co-operative Societies. The students are also updated about the various Co-op. Societies Accounting and Management Softwares available in the present market.

This Course opens the doors to careers as:

- ❖ Housing / Premises Co-op. Societies Managers
- ❖ Housing / Premises Co-op. Societies Management and Accounting.
- ❖ Co-op. Housing Society Accountant.
- ❖ Consultant to Co-op. Housing Societies.
- ❖ Independent Billing and Accounting of Co-op. Housing Societies

❖ **Benefits of this course:**

- This prestigious course is offered by **KAMATH INSTITUTE OF SOCIETY MANAGEMENT AND TRAINING (KISMAT)**.
- After completing this course successfully, job opportunities of Manager's (full / part time basis) will be offered in any Housing Societies.
- You will be capable of working independently as a Manager or Consultant of Housing Societies, after completing our courses.
- You can earn handsome salary as per your caliber, skills and dedication.
- Proper Training & Guidance will be provided to the dedicated and interested candidates, so that the syllabus will not be tough and success will be knocking at your doorsteps.
- Our focus on teaching - **MODEL BYE-LAWS, MCS ACT & RULES (NECESSARY PORTION), BASIC ACCOUNTS AND HOUSING SOCIETY ADMINISTRATION.**

2. Government Diploma in Co-operation and Accountancy (G.D.C. & A.)

G.D.C & A. is an unique Diploma offered by the government of Maharashtra with an objective to provide qualified professionals in ever growing Co-operative Sector in Maharashtra. (Examination is conducted by **G.D.C & A. Board, Pune** once in a year)

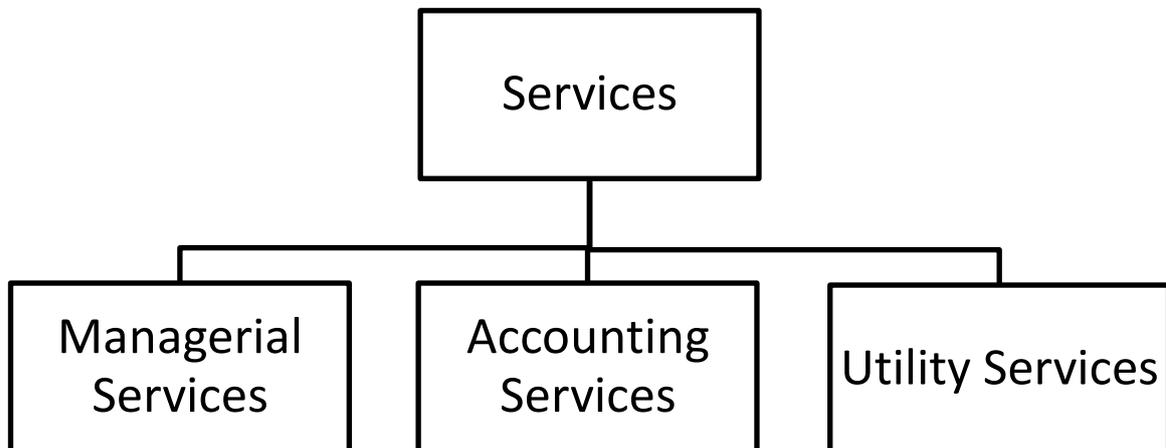
The career options after doing this course are:

- ❖ Work as a Part time / Full time Society Manager.
- ❖ Practice as a Consultant to Co-op. Housing / Premises Societies.
- ❖ Practice independently, just like a C.A by practicing as Panel Auditor, Internal Auditor or Accountant to all Co-op. sector establishments.
- ❖ You can get promotions in if you work in Co-operative Banks, Co-op. Credit Societies, etc.

Our Faculties, who provide education and training to the participants of our programmes, are eminent professionals like Lawyers, Accounting and Management professionals associated with reputed firms.

2. Society Management Services Wing:

The society management services wing focuses on providing various services to co-operative housing societies in Mumbai and Thane. The following are the various services provided by us:



A. Managers to Housing Societies:

From last many years we have been providing services to many housing societies – full time, part time society managers. Society managers provided by us are well qualified, trained, experienced and dedicated personalities. They have in depth knowledge of working and management of housing societies.

B. Accounting Of Housing Societies:

We have a team of highly qualified and experienced accounts professional to look after our branch for providing accounting services to housing societies. Equipped with latest and advanced accounting softwares, we have modern and computerized infrastructure. Our accounting services include A to Z of accounting of housing societies.

C. Utility Services:

We have strong network with the agencies providing different utility services required by the housing societies. Through our co-agencies providing different utility services we provide timely and full proof utility services to housing societies. Our clients i.e. societies are fully satisfied with our prompt and quality utility services.

IMPORTANT FACTS ABOUT G.D.C. & A. 2014

The details are as under:

➤ **ELIGIBILITY:**

Graduate from any recognized university or S. S. C. passed persons who have at least 5 years' experience of working in co-operation department of government or in any co-operative organization / society/ institution and are likely to be made permanent in that organization.

➤ **SUBMISSION OF EXAMINATION FORMS:**

Generally G.D.C. & A. examination forms are issued and collected in the second half of January or first half of February every year.

➤ **WHERE FORMS ARE AVAILABLE:**

G.D.C. & A. examination forms are available at the office of the District Deputy Registrar (DDR), co-operative societies, during office hours.

➤ **FORM FEE AND EXAMINATION FEE:**

As prescribed by the G.D.C. & A. Board / Co-operative Dept. Govt. of Maharashtra.

➤ **EXAMINATION:**

G.D.C. & A., examination is conducted every year generally in the last week of May on Saturday, Sunday & Monday. There are two papers daily.

➤ **SUBJECTS:**

There are 6 subjects of 100 marks each.

- 1) Management of Co-operative Housing Societies
- 2) Accounts
- 3) Auditing
- 4) History, Principles and Management in Co-operation.
- 5) Co-operative Laws and other Laws.
- 6) Co-operative Banking and Credit Societies.

G.D.C. & A. 2014 Syllabus

Paper No 1: Management of Co-operative Housing Societies.

1. History and Movement of Co-operative Societies.
2. Co-operative Housing Management – Concept, Definition, Objects, Functions of Housing Societies.
3. The Maharashtra Ownership Flats Act, 1963.
4. The Maharashtra Apartment Ownership Act, 1970.
5. Types of Housing Societies and their respective functions.
6. Registration of Co-operative Housing Societies.
7. Salient features of Model Housing Societies' Bye Laws
8. Members, their rights, responsibilities and liabilities.
9. Elections of Managing Committee of Housing Societies.
10. Management of the affairs of the Society.
11. Maintenance of Account Books and Registers.
12. Execution of Conveyance Deed in Housing Societies.
13. Statutory actions and provisions under M.C.S. Act, 1960 and M.C.S. Rules, 1961 related to Housing Societies.
14. Duties and Powers of the General Body and Managing Committee.
15. Obligations of the members in Housing Societies; e.g. (a) maintenance and repair, (b) use of common areas and facilities and restricted common areas and facilities.
16. Problems and Disputes in Housing Societies and the remedies; e.g.
(a) General Body, (b) Registrar, (c) Co- operative Court, (d) Municipal Corporation, (e) Police Authorities,
(f) Civil and other Courts.
17. Funds, their utilization and investment.
18. Redevelopment of Housing Societies.
19. Co-operative Housing Society Manual.
20. Audit of Co-operative Housing Societies and their need and importance.

Paper No 2: Accounts

1. Accounting Principles – Definitions – Book-keeping principles – Rectification of Errors – Closing Entries – Bank Reconciliation Statement.
2. Final Accounts – Trial Balance-Receipt and Payment Account-Trading Account-Profit and Loss Account-Balance Sheet-Income and Expenditure Account.

3. Entries of Bills of Exchange-Bills Payable-Bills Receivable-Accommodation Bills.
4. Books of Accounts-Cash Book-Journal-Personal Ledger-General Ledger.
5. Depreciation-Methods of Depreciation.
6. Branch Accounts and Reconciliation-Clearing Entries and Method-Branch Adjustments Accounts.
7. Reserve and Divisible Profits.
8. Valuation and Verification of Assets and Liabilities-Valuation of Shares, Fixed Assets-Stocks and Inventories-Vehicles-Plant and Machinery-Goodwill-Patents.
9. Revaluation of Fixed Assets-Methods and Means-Treatment.
10. Amalgamation Accounts-Legal Provisions-Valuation Methods.
11. Liquidation Accounts-Winding up-Realisation of Assets-Distribution-Limitations.
12. Accounting Ratios-analytical view-concept-various ratios-return on investment, profitability ratios- performance ratios.
13. Cash and Funds flow statements-budgetary provisions.
14. Accounting Standards – 1 to 29 except No. 8 issued by ICAI
15. Introduction to Computerized Accounting
16. Introduction to Cost Accounting
17. Introduction to Management Accounting
18. Social Balance Sheet

Paper No 3: Auditing

1. Audit- Definitions- concept- scope- Types of Audits- Re-audit- Test Audit in regards Co-operative Societies Act- Special audit- C & C Audit- Introduction to cost audit- Social audit- Statutory Audit- Salient features of Co-operative Audit.
2. Internal Control- General Control points- Internal control in computerized environment- Internal check- Internal Audit- Auditor's duty in regards internal control and check- Percentage checking- means and methods.
3. Preparation for audit- pre-intimation- audit programme- audit notes- working papers- Standard auditing policies.
4. Vouching of credit and debit vouchers- meaning- points to be noted- special points to special expenditure in co-operative societies- detections of frauds-errors and kind of errors.
5. Capital and Revenue Expenditure- Deferred Revenue expenditure- Window Dressing.
6. Vouching of trading transactions- purchases-sales- Stocks and inventory checking- credit sales- credit purchases- sundry debtors and creditors- journal auditing.
7. Valuation and verification of Assets and Liabilities- prepaid expenses- outstanding liabilities- contingent liabilities- meaning of verification- methods of verification- revaluation- fixed assets- current assets- intangible assets- plant and machinery- furniture- book debts- goodwill- valuation of share capital- bills payable- outstanding expenses.

8. Standard Auditing policies- introduction to auditing policies issued by ICAI.
9. Depreciation Methods.
10. Reserves- provisions of Co-operative Act- free reserves- other reserves- provisions for bad and doubtful debts and investment fluctuation fund- sinking fund.
11. Special attention to Co-operative societies audit- regarding Banking Regulation Act- Co-operative Societies Act- Assessment of Audit fee and Audit classification.
12. Audit of Government aids to Co-operative societies, credit, non-credit, primary and APEX level and special types of Co-operatives.
13. Liabilities, responsibilities and powers of Co-operative Auditor.
14. Provisions of Co-operative Societies Act regarding audit of societies.
15. Audit Report of Co-operative societies.
16. Special Reports- administrative and criminal- procedure and means.
17. Introductions to Management Audit, Special Audit, Cost Audit and their applicability.
18. Introduction to audit in Computerised Environment.

Paper No 4: History, Principles and Management In Co-Operation.

1. Pre and post independence historical development/growth and scope of concept of co-operation. Comparison with capitalism and socialism in India and abroad. Characteristics of Co-operative societies.
2. With reference to five year plans analysis of progress of co-operative movement in various areas in the State of Maharashtra.
3. Definition and Principles of Co-operation. Advantages of Co-operative organization in socio-economic life, present status- Areas where the movement has successfully worked.
4. History and significance of State Co-operative law and Multi State Co-operative Laws and Rules there under.
5. Future of Co-operative movement in free economy i.e. liberalization, privatization, globalization and computer era.
6. Various Committees appointed so far to study the status of co-operative movement and make suitable recommendations to have improvement in co-operative movement Committees such as :-
 - (a) AIRCSC (Grover Committee)
 - (b) ARCRC
 - (c) Mclagun Committee
 - (d) Mehta Committee on Co-operative Credit
 - (e) CRAFTICARD Committee and Agriculture Credit Review Committee.
 - (f) Vaidyanathan Committee on STCCS and LTCCS.

7. Co-operative Education, Training and Research.
- (a) Need and Infrastructure available to State and National level.
 - (b) Role of leadership in democratic management in Co-operative managements.
 - (c) Human Resources Development.
 - (d) Need of conducting research in co-operation.
 - (e) Role played by State Co-operative Union, its division and district boards, District Co-operative training institutes.
- 8) Set up of Co-operation, Marketing and Textiles Department at Central and State level, statutory powers and functions. Role played by it in growth of Co-operative movement.
- 9) Need of conducting statutory audit of the societies and set up of Administration and Audit Wing.
- 10) Role played by following institutions in growth of co-operative movement/agriculture and marketing:-
- (a) National Co-operative Development Corporation,
 - (b) National Co-operative Union of India,
 - (c) National Dairy Development Board,
 - (d) Khadi and Village Industries Commission and KVIB,
 - (e) Maharashtra Co-operative Development Corporation,
 - (f) Vaikunth Mehta National Institute of Co-operative Management,
 - (g) Maharashtra State Co-operative Union,
 - (h) ICM Nagpur and Pune,
 - (i) MSAMB.

Paper No 5: Co-operative law and other laws

Part I: (60 Marks)

1. A study of main provisions under Maharashtra Co-operative Societies Act, 1960 and Rules as amended up-to-date.
2. Salient features of Multi-State Co-operative Societies Act, 1984/2002 and Rules thereunder.

Part II: (40 Marks)

1. Maharashtra Agricultural Produce Marketing (Development and Regulations) Act, 1963.
2. Bombay Warehousing Act, 1959 along with the Warehousing Act, 2007.
3. Maharashtra Raw Cotton (P.P.M.) Act, 1971 and Rules thereunder.
4. Maharashtra Tribal Economy Condition Improvement Act, 1976.
5. Maharashtra Money Lending (Regulation) Act, 2010.

6. Indian Contract Act, 1872 (Relevant Sections)
7. Indian Penal Code, 1860 (Section 403 to 411, 415 to 424, 464 and 477-A).
8. Maharashtra Apartment Ownership Act, 1970 (Relevant Sections only).
9. Maharashtra Ownership Flats Act, 1963 (MOFA)
10. Maharashtra Land Revenue Code, 1966 (Relevant portion)
11. Maharashtra Debt Relief Act, 1975.
12. Provisions in the Cyber Laws: Information Technology Act, 2000.
13. Provisions in the Civil Procedure Code, 1908 (latest amended).

Paper No 6: Co-operative Banking and Credit Societies.

1. Principles, Definitions and Functions of Banking.
2. Co-operative Banking – Special Features.
3. Co-operative Banking – Agriculture and Non-Agriculture.
4. Salary Earners Co-operative Bank, UCB, RRB – Objectives and Functions.
5. Negotiable Instruments- Cheques, Bills of Exchange, Promissory Notes.
6. Banker – Customer Relationship. (7) Clearing House, Mutual Arrangement Scheme.
7. Clearing House, Mutual Arrangement Scheme.
8. New Economic Reforms and Financial Reforms Implications to Co-operative Banking.
9. Banking and Information Technology.
10. Organisation and Function of Apex Bank, MSCB, DCCB, NHB, MASCARD.
11. RBI-Functions, Role and Functions of NABARD.
12. RBI Act, 1934, Sections 17, 18, 54.
13. Banking Regulation Act, 1949 as applicable to Co-operative Societies.
14. Policy of RBI for Registration of UCB, its Licenses and Branches.
15. DICGC.
16. Management at Loans and Advances.
17. Recovery Mechanism in UCB's 101/91/Arbitrator/Securitization.
18. Income recognition, non-performing assets.
19. Co-operative Credit Societies, Objectives, Role, Function.
20. Audit of Co-operative Credit Societies – Importance and need.

G.D.C. & A. AT KISMAT

Experience Learning at KISMAT



Lectures by Experts



Classroom Interaction



Good Atmosphere



Valuable Guidance

- **Duration:** Till Exam (May 2014)
- **Class Timings:** Saturday evening & Sunday morning (4 Hours each)
- **Venue:** Dadar and Thane
- **Coaching Fee:** Rs.10,000/-
- **One time payment during Introductory Seminar would be Rs.8,000/-**
- Fees will be accepted by Cash / Cheque
- Cheque will be accepted only in the name of '**KAMATH SOCIETY SERVICES**'.
- Study Material/Paper Solutions shall be provided by us free of cost.

INTRODUCTION TO OUR COACHING TEAM

FOR G.D.C. & A. EXAM 2014

ALWAYS LEARN FROM THE MASTERS



Mr. Ashok B. Dhingreja

M.Com, LL.M., C.W.A, A.C.A, C.S. (Inter), M.F.M



Advocate Pramod Kumar Vachheta

B.Com, L.L.B, G.D.C & A.
Mumbai High Court



Mr. M. V. Rane

B.Com., LL.B. (Gen.), C.A.I.I.B., D.C.M.,
D.C.B.M., D.E.I.M, G.D.C.&A., C.C.C.



Advocate P. P. Jagtap

B.A., L.L.B.
Mumbai High Court



Mr. H. P. Singh

M.Com., LL.B,
Diploma in Business Management



Mr. Mahendra Mhatre

B.Sc., Practical Trainer
KISMAT



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Mobile No: 9324331579 / 9920137131 Email ID: kamath.institute@gmail.com

APPLICATION FOR ADMISSION IN THE YEAR _____

ADMISSION NO. _____

To,

The Organiser,
Kamath Institute of Society Management and Training

Respected Sir,

**APPEND
PHOTO
HERE**

I would like to appear for:

HSMT Certificate Course

G.D.C. & A. Coaching

1. Name of the Applicant :
2. Address :
.....
.....
3. Date of Birth :
4. Contact Number :
5. Email ID :
6. Educational Qualification :
7. Work Experience

Post Held	Name of the Employer	Period of Service

8. Study Material Required in : ENGLISH MARATHI

Kindly admit me for the course and I am ready to pay necessary fees.

Thanking you,

Payment receipt no.

(Signature of the Applicant)