



NATIONAL OPEN UNIVERSITY OF NIGERIA
14/16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS
SCHOOL OF MANAGEMENT SCIENCES
JUNE 2013 EXAMINATION

Course Code: COP 413

Course Unit: 2

Course Title: Cooperative Field Administration

Time Allowed: 2 hours

Answer QUESTION 1 and any other 2 questions of your choice. Present your answer legibly and logically using relevant examples.

QUESTION 1

Write briefly on the following:-

- i). The minute book and the monthly analysis books (mab)
- ii). Membership and attendance register (mar)
- iii). Loan register and loan bond
- iv). payment voucher and receipt book
- v). Member's passbook and society's bye-laws
- vi). The Journal

QUESTION 2

- a. In preparation of Inquiry report list the information that are necessary in inquiry report?
- b. Discussed the effect of the mis-behaviour of cooperative assistants on cooperative societies?

QUESTION 3

- a. Highlights document Necessary for Registration?
- b. Discuss the Origin and Aims of Inspection to the cooperative Society to be inspected

QUESTION 4

- a. Mention the duties in the cooperative field administration assigned to Cooperative Assistant?
- b. Discuss the activities of cooperative field managers?

QUESTION 5

- a. Discuss the media of propagating co-operative education in Nigeria?
- b. What are the factors to be considered when writing an Economic Survey Report written by Cooperative Assistants on Cooperative societies?