



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

Course Code: COP 413

Course Unit: 2

Course Title: Cooperative Field Administration

Time Allowed: 2 hours

Instructions: 1. Attempt question Number one (1) and any other three (3).

2. Question number 1 is compulsory and carries 30 marks, while the other questions carry equal marks each.

3. Present all your points in coherent and orderly manner.

QUESTION 1

- a. Discuss the effects of the mis-behaviour of cooperative assistants on cooperative societies.
- b. Discuss the activities of cooperative field managers
- c. Highlights document Necessary for Registration

QUESTION 2

- a. Mention the duties in the cooperative field administration assigned to Cooperative Assistant
- b. Discuss the Origin and Aims of Inspection to the cooperative Society to be inspected

QUESTION 3

- b. 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). Member's passbook and society's bye-laws

QUESTION 4

- a. In preparation of Inquiry report, list the information that are necessary in inquiry

report

b. What are the factors to be considered when writing an Economic Survey Report by

Cooperative Assistants on Cooperative societies?

QUESTION 5

List and discuss the media for propagating co-operative education in Nigeria