

**SYLLABUS**  
**ON**  
**COOPERATIVE MANAGEMENT**

**EVOLUTION OF COOPERATIVE MOVEMENT**

**1. a. Concept of Cooperation –**

ICA Definition of Cooperation - ICA

**b. Principles of Cooperation – Evolution**

1937 London, England - 1966 Paris, France - 1995 Manchester, England.

**c. Cooperative Values**

Self-Help- Self-responsibility-Democracy- Equality- Equity-Solidarity

**2. Pioneers of Cooperative Movement in India and Abroad**

P.T. Thegaraya (1852-1925) Chennai - P.S.Kumarasamy Raja (1898-1957) Rajapalayam - Dr.P.Natesan (1902-1974) Salem - K.A.Nachiappa Gounder (1904-1951) Salem - M.P.Nachimuthu (1914-1987) Chennimalai, Erode - P.S.Rajagopal Naidu (1914-2009) Vellore - K.S.Subramania Gounder (1921-1982) Salem - Robert Owen (1771-1858) Wales - Charles Fourier (1772-1837) France- Dr.William King (1786-1865) England - Herr Franz Schulze (1809-1883) - Herr F.W. Raiffeisen (1818-1888) Germany - Rochdale Pioneers (1844) Manchester, England

**3. Cooperative Movement in India – Evolution and Growth**

**a. Pre Independence (1875 – 1946)**

Sir Frederick Nicholson Report – Find Raiffeisen (1895 & 1897) - Edward Maclagan Committee on Cooperation 1914 - Royal Commission on Agriculture in India 1928 - Cooperative Planning Committee – 1946

## **b. Post Independence (1947- 1990)**

Five Year Plans and Cooperative Development (1951 to 2017) - National Council for Cooperative Training – 1962 - National Cooperative Development Corporation – 1963 - Committee on Cooperation – 1965 (Shri.Ram Niwas Mirdha, Chairman) - All India Rural Credit Review Committee – 1969 (Shri.B.Venkatappiah Chairman) - Agriculture Credit Review Committee – 1989 (Shri.A.M.Khusro, Chairman)

## **4. Cooperatives after Implementation of New Economic Policy (1990)**

Narsimham Committee on Banking Sector Reforms - 1998 - Task Force on Revival of Short Term Cooperative Credit Structure – 2005 (Prof.Vaidyanathan, Chairman)

## **5. Cooperative Movement Abroad**

### **a. Cooperative Movement in Germany**

Raiffeissen Societies - Schulze Delitsch Societies - Insurance / Housing

### **b. Cooperative Movement in Great Britain**

Rochdale Pioneer Equitable Society - Retail Stores - Cooperative Wholesale Society - Consumer Cooperatives - Agricultural Cooperatives - Insurance / Housing / Credit - Cooperative Education -Cooperative Union

### **c. Cooperative Movement in Denmark**

Agriculture Cooperatives - Consumer Cooperatives - Cooperative Dairies - Credit / Insurance Housing - Cooperative Egg and Bacon Societies

### **d. Cooperative Movement in Japan**

Agriculture Cooperatives - Fishing Cooperatives - Consumer / Credit / Industrial - Prefectural Unions and Prefectural federations

**e. Cooperative Movement in USA**

Agriculture Credit - Purchasing and Marketing Associations - Rural Service Cooperatives - Healthcare Cooperatives

**f. Cooperative Movement in Italy**

Banca Popolarre (Peoples Bank)- Cassa Ruralie (Rural Banks)  
Farming Society - Labour Society

**g. Cooperative Movement in France**

Agriculture Cooperatives and Syndicate - Insurance / Housing / Fisheries - Workers Cooperatives

**h. Cooperative Movement in Israel**

Kibbutzim and Moshavim (Agriculture Cooperatives) - Agriculture / Credit / Consumer / Production - Consumer Cooperatives

**i. Cooperative Movement in Sweden**

Kooperative Forbundet (KF) Central Retail Society - Cooperative Farming Society - Credit / Insurance / Housing / Education - Burial Societies

**j. Cooperative Movement in China**

Cooperative Credit - Industrial Cooperatives - Supply and Marketing Cooperatives

**6. Cooperative Law**

**a. Evolution of Cooperative Legislation in India**

Sir Edward Law Committee (1901) - Cooperative Credit Societies Act 1904 - Cooperative Societies Act 1912 - Montague Chelmsford Constitutional Reforms Act 1919 - The Madras Cooperative Societies Act, 1932 - Multi Unit Cooperative Societies Act – 1942 - All India Rural Credit Survey Committee (A.D.Gorwala, Chairman) – 1954 - Tamil Nadu Cooperative Societies Act, 1961 - Tamil Nadu Cooperative Societies Act, 1983 and Rules, 1988 - Tamil Nadu Cooperative Societies (Amendment) Act, 1989 - Committee on

Cooperative Law for Democratization and Professionalization of Management in Cooperatives – 1985 ( Shri.K.N.Ardhanareeswaran, Chairman) - Committee on Model Cooperative Act – 1991 (Shri.Choudhary Brahm Prakash, Chairman) - Multi State Cooperative Societies Act 2002 - Constitution Amendment Bill 2006 - Constitution (97<sup>th</sup> Amendment Act) – 2011

**b. Important Provisions of TNSCS Act 1983**

Registration of Cooperative Society – Section.8 to 10 - Bylaws and Amendment of Bylaw – Section – 11 - Membership of Cooperative Societies – Section.21 - Management of Registered Society – Section.32 - Meetings of the Board – Section.33 - Duties and Privileges of registered Society – Section.37 - Disposal of Net Profits – Section.72

Inquiry – Section.81- Inspection and Investigation – Section.82- Maintenance of Accounts and Books by Registered Society – Section.84-Surcharge – Section.87 - Supersession of Board – Section.88 - Settlement of Disputes – Section.90 - Winding up of Registered Society – Section.137 - Execution of Decrees, Decisions Awards and Orders – Section.143 - Appeal, Revision and Review – Section.152

**c. Allied Law as Applicable to Cooperative Societies**

Indian Penal Code - Essential Commodities Act - Payment of Gratuity Act - Code of Civil Procedure - Indian Contract act - Payment of Bonus Act - T.N. Shops and Establishment Act - NI Act and BR Act

**7. Cooperative Management**

a. **Functions of Management** – Planning, Organising, Directing, Staffing and Controlling – Levels of Management – Principles of Management – Leadership - Communication - Motivation

b. **Decision Making** – Individual and Group Decision Making

- c. **Features of Cooperative Management** - Professional Management of Cooperatives – Problems and Prospects of Cooperatives – Difference between Cooperative Management and Private
- d. **Management of Credit Cooperatives**  
Rural and Urban Credit Cooperatives
- e. **Management of Non Credit Cooperatives**
  - i. Producer / Industrial Cooperatives - Marketing Cooperatives
  - ii. Processing Cooperatives  
Consumer Cooperatives - Dairy Cooperatives - Weavers Cooperatives - Fisheries Cooperatives -Housing Cooperatives
- f. **Functional Areas of Cooperative Management**  
Production Management - Materials Management - Marketing Management - Financial Management - Human Resources Management
- g. **Office Management**  
Office Procedures - File and Record Maintenance – Official Correspondence and Communication – Discipline and Disciplinary Action – Time Management – Records and Registers to be maintained by Officers of Cooperatives
- 8. **Cooperative Education and Training** – Role of Cooperative Education and Training in Member and Employee Development – Institutions for Member Education - Cooperative Training Institutions in the State and the Country.
- 9. **Cooperative Administration**
  - a. **Administration** - Organisational Structure of Cooperatives – Cooperative Department Setup – Role and Functions of Registrar of Cooperative Societies – Functional Registrars -

Duties and Responsibilities of Secretary / Manager of Cooperatives – Monitoring and Supervision – Powers and Functions of Managing Director or Chief Executive.

- b. **Management Committee** – Role and Functions of Board of Directors – President / Chairman - General Body Meeting – Conduct of AGM and SGM – Functions and Powers of General Body.
- c. **Cooperative Elections** – Authority to Conduct Elections – Disqualification to Vote or Contest in Elections and be Member in Management Committee – Composition of Management Committee – Offence and Penalties related to Election – Mode and Conduct of Election – Reservations and Decisions of Constituencies - Election of Office Bearers – Postponement of Elections - Role of Election Officers – Custody and Prevention of Records.

**SYLLABUS**  
**ON**  
**COOPERATIVE CREDIT & BANKING**

- 1 a) What is Credit? Classification of Credit – Need for Institutional Agricultural Credit?-Agricultural Credit and Cooperatives –Essential of Cooperative Credit – Evolution and Growth – Revival – Rural Cooperatives – Case Study – PACCS – objectives –membership – liability – management-staff-functions-sources of funds –Share Capital – Reserve – Deposit – Case Study – Borrowings – MT conversion and Deposit – Needs for Production and Development Credit. Importance of Agricultural Credit and its Characteristics. Types of Credit Short – Term, Medium and Long Term Credit. Need for the Institutional Credit for Agricultural and Rural Development - Credit Classification – Production Credit – Conception Credit.
- b) Structure of Credit Cooperatives Federal/Unitary and Mixed Type. Need for the integration of Short Term, Medium Term and Long Term Credit Structure (Single Window) National Federation of State Cooperative Banks, National Federation of Agriculture and Rural Development Banks and their Role in development of Cooperative Banking - Role and Functions of PACCS in Agri-Finance for Rural development – Service Area Approach (SAA) – Business Development Plan (BDP) – Development Action Plan (DAP) – Computation of Break Even Leven of Business – KCC an innovation in Rural Credit.
- c) Central Cooperative Banks (DCCB Banks) Organization- Membership Management, Objectives- Functions and the Working, Mobilization of Resources- Lending different Types of Loans- Agricultural Lending and

- Non-Farm Sector Finance - Procedure of obtaining loan - State Cooperative Banks - NABARD and other agencies. Seasonalities in lending- Scale of Finance- Minimum involvement and Non Overdue cover - Disbursement of Loan- Supervision and Recovery of Loan- Latest Progress- Problems and Remedies to overcome them.
- d) State Cooperative Banks (Apex Banks) – Organization – Management - Objectives, Functions and Working. ST finance by NABARD to SCBs, - Weavers Coops - Sugar Factories – MoU for different functions - Role of Apex Banks in the development of Cooperative movement in the State - Latest Progress - Problems and Remedies to overcome them.
- e) Priority Sector Lending – lending to SHGs – JLG – Rural artisans - Loans to Weaker Section
- f) Role of NABARD – Genesis – Objectives – Management – Functions – Refinance Assistance to Agricultural Credit Cooperatives – Procedure and Norms of NABARD for the issue of Refinance to Cooperatives – Financial Inclusion – Microfinance – Promotion of Self Help Groups, Joint Liability Groups – farmers club – contract farming – Agri Clinic – Agro business Center – ACABC .



## COOPERATIVE BANKING

2. a. Meaning and Definition of Bank - Banking System – Cooperative Banking Definition – Types – Features – Management commercial Banks – cooperative banks Vs. Commercial banks – RRBs - Local Area banks – progress of institutional Credit -Banker and Banking, Functions of Banks, Banker Customer Relationship. Productivity in Banks – Social Aspect of Banking – Concept of Development Banking.
- b. Banking Operations – Mobilization of resources – Acceptance of Various Types of Deposits - Procedure for opening and operation of Various Types of Accounts and Various Types of Customers - Documentation for Various Loans - Activities of Banks – Agri- Activities to Allied Activities – Social Banking.
- c. Management of Funds in Banks (Cost and yield on Assets, Cost of Management, Risk Cost, Miscellaneous Income, Average Working Fund, Gross Margin, Net Margin, Average Cost of Deposit), Break Even Point-Prime Lending Rate-Principles of Good Lending and Investment, Profit Planning - Consortium Advances, Merchant Banking – Cash Management.
- d. Management of Overdues - Causes for Overdues and Remedies – Recovery ethics / Important Recommendations of Committee on Overdues. Non-performing Assets – assets Classification, Income Recognition and Provisioning Norms, Capital Adequacy Norms. Meaning of Overdue – Creation of Charges on Securities at the time of extending loans – Securitization and Reconstructions of Financial Assets and

enforcement of Security Interest (SARFAESI) Act – 2002 and Debt Recovery Tribunal (DRT).

- e. Important provisions of Negotiable Instrument Act 1881.
- f. Important provisions of B.R. Act 1949 (As applicable to Cooperative Societies, 1966) – Regulatory issue, Importance of KYC, prevention of Anti Money Laundering Act (PAMLAC) Basel Committee 1,2,3- Inspection / Supervision of Cooperative Banks – Issue of Policy guidelines as per the directives of RBI issued now and then. – banking regulation and Minimum Capital to be maintained as per section 11 – Maintenance of Cash Reserve Ratio (CRR) Section 18 – Maintenance of Statutory Liquidity Ratio (SLR) Section 24 – Restriction on loans and advances – RBIs power to control advances – licensing – opening of new places of business – return of unclaimed deposits – monthly returns – accounts and balance sheet – submission of returns and publication – inspection – penalties – coop banks nomination rules 1985 – registration and acknowledgement – the banking regulation and miscellaneous provisions bill 2003 – plight of coop banks- circulars.
- g. Banking Services – ATM, Credit Cards, Debit Cards, Collection, Remittance, Agency Services, Administrative Services, Trusteeship Clearing House – (RTGS) Real Time Gross Settlement (NEFT) National Electronic Fund Transfer – ECS – Debit and Credit – Cheque Truncation IFSC Code.
- h. Inspection / Supervision of Cooperative Banks – Issue of Policy guidelines as per the directives of RBI issued now to them.

**SYLLABUS**  
**ON**  
**COOPERATIVE ACCOUNTING**

3. a) **Commerce** – Meaning and Definition of Commerce – Objectives of Commerce – Functions of Commerce, Types of Commerce – Business Environment – Economic Environment – Economic Policies – Liberalization, Privatization and Globalization – International Economic Institutions – World Trade Organizations and its Functions, Policies – Promotion of Foreign Trade.

b) Definition-Meaning-objectives of Accounting, Scope of Accounting, Types of Accounting-Functions of Accounting, Accounting Principles-Concepts- Entity concept, Dual Aspect concept, Accounting period concept- Going concern concept- Cost concept- Money measurement concept- matching concept- Realization concept- Accrual Concept- Rupee value concept, Accounting Conventions.

c) **Double Entry System of Accounts:**

Historical Development, Double aspects of transaction, Rule of Double Entry System, Personal accounts, Real accounts, Nominal accounts-Advantages of double entry system. Books of original records-Journal entry- steps in posting-Special Journals- Cash Book/Day book-Ledger postings- Trial Balance-Preparation of Trial Balance-Advantages of preparing trial balance.

d) **Final Accounts:** Meaning- Manufacturing Account, Method of preparing Final Accounts - Trading Account, Profit and Loss Account-

Balance Sheet. Operating Expenses – Non operating expenses- operating expenses- non operating expenses. Assets and Liabilities- Classification of Assets and Liabilities- Adjustment entries-Treatment of loans and subsidies in Accounts. Banking Transactions- Bank Reconciliation Statement. Depreciation of Accounting.

#### e) Cooperative Accounting:

Introduction of Cooperative Accounting- objectives – Rough Cash Chita- Journal-Cashbook-Daybook-Ledgers- statement of Receipts and Disbursement- Final Accounts- Balance sheet- Current assets- fixed assets- Tangible and Intangible assets- wasting assets-Distribution of net profits- creation of reserves- adjustment entries- Difference between Cooperative Accounting and Double Entry System. Advantages and disadvantages of Cooperative Accounting - Common Accounting System in Cooperatives. Computerized Accounting.

#### 4. Cooperative Audit:

Meaning and objectives of Cooperative Audit- nature and scope of audit- Types of audit- Duties and responsibilities of auditor- Auditing standards – Computerized Audit – Hardware and Software.

Internal control and internal check- nature and objectives of internal control and internal check- Review of internal control- Audit programme- Verification of assets-valuation of assets- provisions of laws- preparation of Audit Report - Classification of Different Audit- concurrent audit-Statutory audit-cost audit-management audit- performance and efficiency audit-social audit

**SYLLABUS  
ON  
MIS AND COMPUTER APPLICATION / COMPUTER FUNDAMENTALS**

**A. COMPUTER FUNDAMENTALS**

**Introduction to Computer** – Computer Hardware and Software - Computer System Characteristics – Components of Computer – Input Device – Central Processing Unit – Output Device – Random Access Memory (RAM) – Read Only Memory (ROM), Programmable Read Only Memory (PROM), Electrically Erasable Programmable Read-Only (EEPROM), Cache, Register and Other Types of Computer Memory - Types of Computers – Generation of Computers – Computer Viruses – Different types of Viruses - Worms, Trojan Horses.

**OPERATING SYSTEMS:** Objectives and Functions, Evolution of Operating System up to windows - Computer System Organization- Operating System Structure and Operations.

**B. MANAGEMENT INFORMATION SYSTEM (MIS)**

**Understanding MIS:** Data and Information - Introduction to Management Information System – Role and Importance and functions of MIS – the structure of Management Information system – types of information system.

**Business Application of Information System** - Enterprise systems, Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Supply Chain Management (SCM), Decision Support Systems (DSS), Types of decisions, Decision support techniques, Decision making and Role of MIS, Business intelligence and Knowledge management systems.

**Security, Ethical & Social Issues:** Information Security (IS) security threats, Protecting IS, IS Security Technologies, Social Issues.

### **C. COMPUTER APPLICATIONS**

**Microsoft Word:** Introduction - Word Processor – Features of Microsoft Word 2007 Components – Open & Save Microsoft Word documents with different options – formatting – Advanced formatting techniques – types of views – Mail Merging – Find & Replace – Spell Check – Auto Text – Book Mark – Headers & Footers – Editing Documents – Printing Documents.

**Spread Sheet** – Introduction – Microsoft Excel features – Entering and Editing Data – Addressing Techniques – Simple formulas & Functions – formatting Cells- Aligning Cells – Copying and Linking Cells and Sheets – Fill methods – Data Analysis – Built-in Functions - Types of Charts – Goal Seek – Auditing – Sorting – Freezing panes – Inserting Objects & Pictures – Printing options

#### **Microsoft PowerPoint**

**Creating a Presentation:** Creating a Presentation Using a Wizard- Exploring and Moving around a Presentation- Changing Text in the Outline Pane, Slide Pane -Reversing one or more Actions -Changing Presentation Views, Properties -Previewing Slides and Saving Presentations

**Using the Design Template:** Entering Text into Slide/Outline/Notes Pane- Creating a New Slide -Editing in Normal View -Entering Speakers' Notes - Rearranging Slides in Slide Sorter View -Showing Slides

**Producing a Slide Show:** Navigating in Slide Show View – Setting Text Transitions – Animating Slides – Normal View – Slide Sorter View – Custom Slide Show Options.

**Printing a Presentation:** Opening an Existing Presentation – Reviewing Slides in Black and White – Adding a Header and a Footer – Changing the Page Setup – Choosing a Printer – Printing Slides, Speaker Notes.

#### **D. IT ENABLED SERVICES**

**Network Classification & Data Communication Services:** Local Area Network (LAN) - Metropolitan Area Network (MAN)- Wide Area Network (WAN) - Wireless Networks-Inter Networks-Network Applications- File Transfer Protocol (FTP)-E-Mail

**E-Technologies:** Payment Gateway – Electronic Payment System- Real-Time Gross Settlement (RTGS), National Electronic Funds Transfer (NEFT), Core Banking System (CBS), E-Commerce-E-Governance-Information Security – Cyber Crime – Cyber Security – Legal Aspects of Cyber Crime.

**Mobile Computing:** Framework, Mobile Information access devices, Mobile Computing applications

**Network Security:** Domain Name System (DNS) – Digital Signature; Symmetric key Signatures, Public Key Signatures.

**SYLLABUS**  
**ON**  
**GENERAL STUDIES**

**UNIT- I- General Science**

**Physics**-Nature of Universe- General Scientific laws- Inventions and discoveries – Science glossary- science terminology- Force and pressure- Motion- Motion & Liquids- Work, power, energy and heat – Electricity and heat- Light and Sound.

**Chemistry** -Elements and Compounds - Carbon, nitrogen and their compounds- Fertilizers, Pesticides, Insecticides- Environmental effects of insecticides.

**Botany** -Concepts of life Science- plant Cells- Plant tissues- Plant functions– Plant nutrition- Nutrition in plants and animals- basic unit of the life – Classification of living Organism- Nutrition and Dietetics- Respiration- Excretion of metabolic waste.

**Zoology**-Blood and Blood circulation – Endocrine system- Reproductive system- Genetics – the science of heredity- Environment , Ecology , health and hygiene-Immune system- Bio-diversity and its conservation- Human diseases, prevention and remedies- Communicable diseases and non-communicable diseases.

**UNIT-II. Current Affairs**

Important Current affairs of State, National and International- Eminent persons- sports & Games- Books & authors- Awards& honors- Welfare oriented Government Schemes- Geographical land marks- Current Socio-economic problems- Latest inventions on Science and technology- India's space programmes- India's missile programmes:



### UNIT- III- Geography

Earth and Universe- solar System- Atmosphere of Earth- Composition- Structure of atmosphere- - Monsoon- Winter- Summer- Features of Monsoon- Rainfall- Weather and Climate- Water Resources- Rivers in India – Plains and Plateaus in India- Soil Fertility - Types of Soil- sustainable development and Soil Conservation - Minerals & Natural resources- Renewable Resources- Non-Renewable resources- Types of Natural vegetation- Importance of Forests and Wildlife- Agricultural pattern, Livestock & fisheries – Transport System in India – Remote Sensing - Social geography- Livestock- Animal Diseases- Fisheries- Flora and Fauna- Population density and distribution- Natural Calamities – Ozone Layer Depletion- Global Warming- Acid Rain- Water Pollution- Noise pollution- Bio-medical waste pollution- Disaster Management- Mitigation measures.

### UNIT- IV- History of India

History and culture of India- Pre-historic events- Indus valley Civilization- Vedic , Aryan and Sangam age- Maurya dynasty – Buddhism and Jainism- Guptas, Delhi Sultanate, Mughals and Marathas – Age of Vijayanagaram and the Bahmani Sultans.

History of Tamil Nadu- Culture and Heritage of Tamil Nadu.

Growth of Rationalist and Dravidian movement in Tamil Nadu- Social transformation in Tamil Nadu.

Socio- Religious Reform Movements in India- Brahmo Samaj- Prarthana Samaj- Arya Samaj- Theosophical society – Ramakrishna Mission- Samrasa Suddha Sanmarga Sangam- Aligarh Movement.

India since Independence.

### UNIT-V- Indian Polity

Constitution of India – Preamble to the constitution- Salient features of constitution – Union, State and Union Territory- Citizenship – Fundamental rights – Fundamental duties- Human Rights Charter- Union legislature-

Parliament- Lok Sabha – Rajya Sabha- Powers of Parliament- State executive- State Executive powers- State Legislature- - Legislative powers- Special Status of Jammu & Kashmir- Local Government- Panchayat raj Institutions- Judiciary in India- Rule of law/ Due Process of Law – Indian Federalism- Center –State relations- Legislative relations- Administrative relations- financial relations- Emergency provisions- Official language- Amendments to the Constitution- Schedules to the Constitution – Right to Information Act- Central and State Information Commissions- Consumer Protection Act, 1986.

### **UNIT-VI-Indian Economy** 10

Nature of Indian Economy- Planning in India- Five Year Plan Models- An Assessment- Agriculture, Industrial growth- Emergence of Service Sectors in the national Income- Public Finance and Fiscal Policy- Finance Commissions- NITI Ayog- Banking, Money & monetary policy- Foreign Direct Investment (FDI) – WTO- Globalization and Privatization- Rural Welfare Oriented Programmes- Socio – Economic problems- Population , education, health, employment , poverty- Sustainable economic growth – Economic development in Tamil Nadu- Energy – Different sources and development.

### **UNIT – VII- Indian National Movement** 10

Advent of European powers in India- Invasion, Expansion and Consolidation of British rule in India- Early Uprising against British rule – 1857 revolt- National renaissance – Indian National Congress- Emergence of National leaders – Gandhi an Era- Different modes of agitations- World Wars and final phase struggle- Communalism led to partition of India- Integration of States- role of Tamil Nadu in freedom struggle.

## UNIT-VIII- Aptitude and Mental Ability Tests

Quantitative aptitude – Numerical ability – Simplification- Percentage- Highest Common Factor (HCF)- Lowest Common Multiple (LCM)- Ratio and Proportion- Simple interest – Compound interest- Geometry - Area, Volume- Time and Work.

Conversion of information to data- collection, compilation and presentation of data- tables, graphs, diagrams- Parametric representation of data- Analytical interpretation of data.

Reasoning- Decision making and problem solving- Logical reasoning- Puzzles- Dice problems- Visual reasoning- Alpha numeric reasoning- Number series- Logical number/Alphabetical/ Diagrammatic Sequences.

## தமிழ் மொழி

(கல்வித்தகுதி : இளநிலை பட்டப்படிப்பு)

1. தமிழ் மொழியின் வரலாறு :

திராவிட மொழிகள் – தமிழ், தெலுங்கு, கன்னடம், மலையாளம், துளுவம் – தொன்மையானது தமிழ்மொழி – தொல்காப்பியம் மிகப் பழமையான இலக்கண நூல், கி.மு 2000 நூற்றாண்டிற்கு முற்பட்டது. தமிழ் மொழி செம்மொழி – சிறுகட்டுரை.

2. தமிழ் இலக்கிய வரலாறு :

- I. முதல் சங்கம்
- II. இடைச் சங்கம்
- III. கடைச் சங்கம்

சங்கம் மருவிய காலம் கி.பி.3 ஆம் நூற்றாண்டு

1. சங்க கால இலக்கியம்

பத்துப்பாட்டு, எட்டுதொகை நூல்கள்

3. சங்கம் மருவிய காலம் :

கி.பி 3 ஆம் நூற்றாண்டு – களப்பிரர் காலம், நீதி நூல்கள், பதினெண் கீழ் கணக்கு நூல்கள்

4. புராணங்கள், இதிகாசங்கள், ஐம்பெருங்காப்பியங்கள் மற்றும் ஐஞ்சிறுங்காப்பியங்கள்

5. இலக்கண நூல்கள் :

தொல்காப்பியம்

அகத்தியம்

நன்நூல்

6. தமிழ்ப்புலவர்கள் :

திருவள்ளுவர்

இளங்கோவடிகள்  
ஒளவையார்  
கபிலர்  
நக்கீரர்  
காக்கைப்பாடினியார்  
காளமேகப் புலவர்  
வேதநாயகம் பிள்ளை  
இரட்டைப்புலவர்கள்  
பாரதியார்  
பாரதிதாசன்  
கவிஞர் கண்ணதாசன்  
கவிஞர் வாலி மற்றும் வைரமுத்து

7. தமிழ் அறிஞர்கள் :

டாக்டர் உ.வே.சாமிநாத ஐயர்  
டாக்டர் மு. வரதராசனார்  
அறிஞர் ராஜாஜி மற்றும் அண்ணாதுரை  
டாக்டர் கலைஞர் கருணாநிதி  
டாக்டர் எம்.ஜி.ராமச்சந்திரன்

இவர்களின் கதை மற்றும் உரைநடை

8 . தற்கால இலக்கியம்

சிறுகதை மற்றும் நாடகம்

சிறுகதை - அகிலன்

நாடகங்கள் - தற்கால நாடகங்கள்

திரைப்பட நாடகங்கள் பற்றிய குறிப்புகள்