



## BACHELOR OF MANAGEMENT STUDIES PROGRAMME

### ABOUT THE PROGRAMME

This is a three-year self financing programme affiliated to University of Mumbai. The programme comprises of six semesters spread over three years. It helps a student specialise in General Management and provides exposure to subjects like Marketing and Finance. The lectures of this programme are conducted by full time faculty and visiting faculty from the industry. Pursuing Master in Business Administration (M.B.A.) becomes easier for students of this programme.

### PROGRAMME DETAILS

#### COURSES : F.Y.B.M.S.

##### SEMESTER - I

1. **Elective Courses (EC)**
    - 1) Introduction to Financial Accounts
    - 2) Business Law
    - 3) Business Statistics
  2. **Ability Enhancement Courses (AEC)**
  - 2A. **Ability Enhancement Compulsory Courses (AECC)**
    - 4) Business Communication - I
  - 2B. **\*Skill Enhancement Courses (SEC)**
    - 5) Any one Course from the following list of the courses
  3. **Core Courses (CC)**
    - 6) Foundation of Human Skills
    - 7) Business Economics - I
- \* List of Skill Enhancement Courses (SEC) for Semester I (Any One)**
- 1) Foundation Course - I
  - 2) Foundation Courses In NSS - I
  - 3) Foundation Course in NCC - I
  - 4) Foundation Course in Physical Education - I

**Note: Course selected in Semester I will continue in Semester II**

\*The Choice of options within the Skill Enhancement Courses (SEC) is subject to availability of requisite number of students.

##### SEMESTER - II

1. **Elective Courses (EC)**
    - 1) Principles of Marketing
    - 2) Industrial Law
    - 3) Business Mathematics
  2. **Ability Enhancement Courses (AEC)**
  - 2A. **Ability Enhancement Compulsory Courses (AECC)**
    - 4) Business Communication - II
  - 2B. **\*\*Skill Enhancement Courses (SEC)**
    - 5) Any one Course from the following list of the courses
  3. **Core Courses (CC)**
    - 6) Business Environment
    - 7) Principles of Management
- \*\* List of Skill Enhancement Courses (SEC) for Semester II (Any One)**
- 1) Foundation course - Value Education and Soft Skill - II
  - 2) Foundation Courses In NSS - II
  - 3) Foundation Course in NCC - II
  - 4) Foundation Course in Physical Education - II
- \*\*The Choice of options within the Skill Enhancement Courses (SEC) is Subject to availability of requisite number of students.



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## S.Y.B.M.S.

### SEMESTER - III

#### 1. Elective Courses (EC)

1 & 2 \*Any one group of courses from the following list of the courses

#### 2. Ability Enhancement Courses (AEC)

##### 2A. Ability Enhancement Compulsory Courses (AECC)

3) Information Technology in Business Management I

##### 2B. Skill Enhancement Courses (SEC)

4) Foundation Course - III

#### 3. Core Courses (CC)

5) Business Planning & Entrepreneurial Management

6) Accounting for Managerial Decisions

7) Strategic Management

#### \* List of Skill Enhancement Courses (SEC) for Semester III (Any One)

- 1) Foundation course - (Environmental Management) - III
- 2) Foundation Course - Contemporary Issues - III
- 3) Foundation Courses In NSS - III
- 4) Foundation Course in NCC - III
- 5) Foundation Course in Physical Education - III

**Note: Course selected in Semester I will continue in Semester III & IV**

#### \* List of group of Elective Courses (EC) for Semester III (Any Two)

##### Group A: Finance Electives (Any Two Courses)

- 1) Basics of Financial Services
- 2) Introduction to Cost Accounting
- 3) Equity & Debt Market
- 4) Corporate Finance

##### Group B: Marketing Electives (Any Two Courses)

- 1) Consumer Behaviour
- 2) Product Innovation Management
- 3) Advertising
- 4) Social Marketing

##### Group C: Human Resource Electives (Any Two Courses)

- 1) Recruitment & Selection
- 2) Motivation & Leadership
- 3) Employees Relations & Welfare
- 4) Organisation Behaviour & HRM

**Note: Group Selected in Semester III Will continue in Semester IV.**

\*The Choice of options within the Skill Enhancement Courses (SEC) is Subject to availability of requisite number of students.

### SEMESTER - IV

#### 1. Elective Courses (EC)

1 & 2 \*\*Any one group of courses from the following list of the courses

#### 2. Ability Enhancement Courses (AEC)

##### 2A. Ability Enhancement Compulsory Courses (AECC)

3) Information Technology in Business Management - II

##### 2B. Skill Enhancement Courses (SEC)

4) Foundation Course - IV

#### 3. Core Courses (CC)

5) Business Economics - II

6) Business Research Methods

7) Production & Total Quality Management

#### \*\*List of Skill Enhancement Courses (SEC) for Semester IV (Any One)

- 1) Foundation Course - (Ethics & Governance) - IV
- 2) Foundation Course - Contemporary Issues - IV
- 3) Foundation Courses In NSS - IV
- 4) Foundation Course in NCC - IV
- 5) Foundation Course in Physical Education - IV

#### \*\* List of group of Elective Courses (EC) for Semester IV (Any Two)

##### Group A: Finance Elective (Any Two Courses)

- 1) Financial Institutions & Markets
- 2) Auditing
- 3) Strategic Cost Management
- 4) Corporate Restructuring

##### Group B: Marketing Electives (Any Two Courses)

- 1) Integrated Marketing Communication
- 2) Rural Marketing
- 3) Event Marketing
- 4) Tourism Marketing

##### Group C: Human Resource Electives (Any Two Courses)

- 1) Human Resource Planning & Information System
- 2) Training & Development in HRM
- 3) Change Management
- 4) Conflict & Negotiation

\*\*The Choice of options within the Skill Enhancement Courses (SEC) is Subject to availability of requisite number of students.



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## T.Y.B.M.S.

### SEMESTER - V

**1. Elective Courses (EC)**

1,2,3 & 4 \*Any four courses from the following list of the courses

**2. Core Courses (CC)**

5) Logistics and Supply Chain Management

**3) Ability Enhancement Course (AEC)**

6) Corporate Communication & Public Relations

**\*List of group of Elective Courses (EC) for Semester V (Any Four)**

**Group A: Finance Electives**

- 1) Investment Analysis and Portfolio Management
- 2) Commodity and Derivatives Market
- 3) Wealth Management
- 4) Financial Accounting
- 5) Risk Management
- 6) Direct Taxes

**Group B: Marketing Electives**

- 1) Service Marketing
- 2) E - Commerce and Digital Marketing
- 3) Sales and Distribution Management
- 4) Customer Relationship Management
- 5) Industrial Marketing
- 6) Strategic Marketing Management

**Group C: Human Resource Electives**

- 1) Finance for HR Professionals and Compensation Management
- 2) Strategic Human Resource Management and HR Policies
- 3) Performance Management and Career Planning
- 4) Industrial Relations
- 5) Talent & Competency Management
- 6) Stress Management

**Note: Group selected in Semester III will continue in Semester V & Semester VI**

### SEMESTER - VI

**1. Elective Courses (EC)**

1,2,3 & 4 \*\*Any four courses from the following list of the courses

**2. Core Courses (CC)**

5) Operation Research

**3) Ability Enhancement Course (AEC)**

6) Project Work

Note: Project work is considered as a special course involving application of knowledge in solving/analysing/exploring a real situation/difficult problem. Project work would be of 04 credits. A project work may be undertaken in any area of Elective. Courses/ Study area selected.

**\*List of group of Elective Courses (EC) for Semester VI (Any Four)**

**Group A: Finance Electives**

- 1) International Finance
- 2) Innovative Financial Services
- 3) Project Management
- 4) Strategic Financial Management
- 5) Financing Rural Development
- 6) Indirect Taxes

**Group B: Marketing Electives**

- 1) Brand Management
- 2) Retail Management
- 3) International Marketing
- 4) Media Planning and Management
- 5) Sports Marketing
- 6) Marketing of Non Profit Organisation

**Group C: Human Resource Electives**

- 1) HRM in Global Perspective
- 2) Organisational Development
- 3) HRM in Services Sector Management
- 4) Work-force Diversity
- 5) Human Resource Accounting & Audit
- 6) Indian Ethos in Management



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## ADMISSION PROCEDURE

### F.Y.B.M.S.

#### Eligibility

A candidate for being eligible for admission to the B.M.S. Degree Course shall have passed Std. XII (H.S.C.) Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination or Diploma in any engineering branches with two years or three years duration after S.S.C. Conducted by the Board of Technical Education, Maharashtra State or its equivalent examination by securing minimum 45% marks for general category (in one attempt) at the respective Examination and minimum 40% marks for the reserved category (in one attempt). Every candidate admitted to the degree programme in the affiliated colleges conducting the programme shall have to register or enrol himself or herself with the university of Mumbai.

#### All Candidates must submit

(Original of all documents must be available for verification at the time of submission of the respective documents)

- 1) College copy of online Pre-admission form.
- 2) Duly filled F.Y.B.M.S. admission form (available at the College office)
- 3) Two passport size photograph with **WHITE** background (pls. write name, current class & E-mail address on the back side of the photograph).
- 4) One photocopy of Blood Group Report
- 5) One attested photocopy of Aadhaar Card.
- 6) One Photocopy of cancelled cheque leaf of candidate account (parent's Account not required) (If cheque is not having the name of bank holder then photocopy of bank pass book ( containing details of bank account number, IFSC Code etc.)
- 7) One attested photocopy of standard X Mark sheet
- 8) One attested photocopy of standard X Leaving Certificate
- 9) Original and three photocopy of standard XII (HSC) Mark sheet out of which one should be attested and two without attested
- 10) One attested photocopy of Standard XII Leaving Certificate
- 11) Candidates seeking admission under the Linguistic (Sindhi) Minority are required to submit an affidavit on stamp paper of Rs.100/- certified by a Notary stating that they belong to the Sindhi Minority. (If Applicable)
- 12) Candidate of Physically Challenged Category are required to submit their Medical Certificate (Issued by **Government of Maharashtra** only) (If Applicable)



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### **For Candidates from Colleges/Schools not affiliated to the Maharashtra Board, they must submit :**

1. Original and two attested photocopies of XII Marksheet issued by the relevant Board
2. Original and two attested photocopies of XII Passing Certificate issued by the relevant Board
3. Original and one attested photocopy of Transference Certificate/Leaving Certificate
4. Original and two attested photocopies of Migration Certificate (in the event there is no practice of issuing Migration Certificate by the Board, the candidate shall produce a letter to this effect from the Board)
5. All above documents must be submitted within 10 days after admission
6. 12th Class (10+2) Marksheet must be verified along with the stamps from the concerned Board/ University
7. Foreign candidates should have to get PRIMA FACIE LETTER from the Eligibility section - University of Mumbai at the time of FY, SY, TY, MCom-I Admission form Submission.

### **S.Y.B.M.S.**

#### **Eligibility**

A Candidate who has passed F.Y.B.M.S. (or equivalent) from any recognised University can seek admission to S.Y.B.M.S. subject to fulfilment of eligibility rules.

#### **All Candidates must submit**

(Original of all documents must be available for verification at the time of submission of the respective documents)

- 1) Duly filled S.Y.B.M.S. admission form (available at the College Office)
- 2) Photocopy of Mark sheet of F.Y. (Sem - I & Sem -II ) along with Original Mark sheets with all A.T.K.T. & Additional Mark sheets)
- 3) Two passport size photograph with **WHITE** background (pls. write name, current class & E-mail address on the back side of the photograph).
- 4) The original and photocopy of the S.S.C. And H.S.C. Mark sheet (s) & Passing Certificate
- 5) The Photocopy of 10th or 12th Leaving Certificate.
- 6) Photocopy of Aadhaar Card.
- 7) One photocopy of Blood Group Report
- 8) One Photocopy of cancelled cheque leaf of candidate account (Parent's Account not required) If cheque is not having the name of bank holder then photocopy of the Bank Passbook (containing details of bank account number, IFSC code etc.)
- 9) Candidate of Physically Challenged Category are required to submit their Medical Certificate (Issued by **Government of Maharashtra** only)
- 10) Candidates seeking admission under the Linguistic (Sindhi) Minority Quota are required to submit an affidavit on stamp paper of Rs.100/-, certified by a Notary stating that they belong to the Sindhi Minority and/or (if applicable)



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### **Candidates from other college which are affiliated to University of Mumbai (additional documents)**

- 1) No Objection Certificate signed by the Principal of the previous College
- 2) Original and two attested photocopies of Transfer Certificate
- 3) Eligibility Status Report from the previous College, giving details of confirmation of enrolment/eligibility
- 4) M.K.C.L. Transference Certificate with T.C. Code from previous college with PRN Number

### **For Candidates from Colleges/Schools not affiliated to the Maharashtra Board, they must submit :**

- 1) College copy of online pre admission form
- 2) Original and two attested photocopies of XII Marksheet issued by the relevant Board
- 3) Original and two attested photocopies of XII Passing Certificate issued by the relevant Board
- 4) Original and two attested photocopy of Transference Certificate/Leaving Certificate
- 5) Original and two attested photocopies of Migration Certificate (in the event there is no practice of issuing Migration Certificate by the Board, the candidate shall produce a letter to this effect from the Board)
- 6) All above documents must be submitted within 10 days after the admission
- 7) Original and two attested photocopies of First year - Sem I & Sem II marksheets & these must be verified along with the stamps from the concerned Board/ University.
- 8) Foreign candidates should have to get PRIMA FACIE LETTER from the Eligibility section - University of Mumbai at the time of FY, SY, TY, MCom-I Admission form Submission.
- 9) Candidates coming from colleges which are NOT affiliated to University of Mumbai should have to get PRIMA FACIE letter from the Eligibility section University of Mumbai at the time of Second & Third year admission (Enrolment and other additional fees are required to pay)
- 10) Candidates coming from Distance Education should have to get the NOC, Eligibility Confirmation Letter (if the 12th is done from other than Maharashtra Board) at the time of admission. Manual Transfer Certificate should be submitted after the admission. (Enrolment and other additional fees are required to pay)



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## T.Y.B.M.S.

### Eligibility

A Candidate who has passed F.Y.B.M.S. (or equivalent) and S.Y.B.M.S (or equivalent) from any recognised University can seek admission to T.Y.B.M.S subject to eligibility rules

### All Candidates must submit

- 1) Dully filled T.Y.B.M.S form (available at the College Office)
- 2) Photocopy of Mark sheet of F.Y. (Sem - I & Sem -II ) and SY ( Sem-III & IV) along with Original Mark sheets with all A.T.K.T. & Additional Mark sheets)
- 3) Two passport size photograph with **WHITE** background (pls. write name, current class & E-mail address on the back side of the photograph).
- 4) The original and photocopy of the S.S.C. and H.S.C. Mark sheet (s) & Passing Certificate
- 5) The Photocopy of 10th or 12th Leaving Certificate.
- 6) Photocopy of Aadhaar Card.
- 7) One photocopy of Blood Group Report
- 8) One Photocopy of cancelled cheque leaf of candidate account (Parent's Account not required) If cheque is not having the name of bank holder then photocopy of the Bank Passbook (containing details of bank account number, IFSC code etc.)
- 9) Candidate of Physically Challenged Category are required to submit their Medical Certificate (Issued by **Government of Maharashtra** only) (If Applicable)
- 10) Candidates seeking admission under the Linguistic (Sindhi) Minority Quota are required to submit an affidavit on stamp paper of Rs.100/-, certified by a Notary stating that they belong to the Sindhi Minority (If Applicable)

### Candidates from other college which are affiliated to University of Mumbai (additional documents)

- 1) No Objection Certificate signed by the Principal of the previous College
- 2) Original and two attested photocopies of Transfer Certificate
- 3) Eligibility Status Report from the previous College, giving details of confirmation of enrolment/eligibility
- 4) M.K.C.L. Transference Certificate with T.C. Code from previous college with PRN Number



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**For Candidates from Colleges/Schools not affiliated to the Maharashtra Board, they must submit :**

- 1) College copy of online pre admission form
- 2) Original and two attested photocopies of XII Marksheet issued by the relevant Board
- 3) Original and two attested photocopies of XII Passing Certificate issued by the relevant Board
- 4) Original and one attested photocopy of Transference Certificate/Leaving Certificate
- 5) Original and two attested photocopies of Migration Certificate (in the event there is no practice of issuing Migration Certificate by the Board, the candidate shall produce a letter to this effect from the Board)
- 6) All above documents must be submitted within 10 days after admission
- 7) Original and two attested photocopies of First year - Sem I & Sem II, Second year Semester - III & Semester - IV marksheets & these must be verified along with the stamps from the concerned Board/ University.
- 8) Foreign candidates should have to get PRIMA FACIE LETTER from the Eligibility section - University of Mumbai at the time of FY, SY, TY, MCom-I Admission form Submission.
- 9) Candidates coming from colleges which are NOT affiliated to University of Mumbai should have to get PRIMA FACIE letter from the Eligibility section University of Mumbai at the time of Second & Third year admission (Enrolment and other additional fees are required to pay)
- 10) Candidates coming from Distance Education should have to get the NOC, Eligibility Confirmation Letter (if the 12th is done from other than Maharashtra Board) at the time of admission. Manual Transfer Certificate should be submitted after the admission. (Enrolment and other additional fees are required to pay)





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## FEE STRUCTURE FOR THE ACADEMIC YEAR 2019-2020

(Fees Structure is as per University of Mumbai's Circular No. CONCOL/FEE/292 of 2008 dated 07.07.2008.  
revised w.e.f. 2008-2009 onwards) revised as per circular No.UG/23 OF 2016-2017 dated 1.7.2016.

PARTICULARS	F.Y.B.M.S.	S.Y.B.M.S.	T.Y.B.M.S.
ADMISSION PROCESSING FEES	200	200	200
ALUMNI ASSOCIATION FEES	25	25	25
CAUTION MONEY (REFUNDABLE)	150	-	-
COMPUTER PRACTICAL FEES	1000	1000	1000
CONVOCATION FEES	-	-	250
DEVELOPMENT FEES	500	500	500
E-SUVIDHA	50	50	50
EXAMINATION FEES	2057	2057	2057
GROUP INSURANCE	40	40	40
GYMKHANA FEES	400	400	400
I.D. CARD & LIBRARY FEES	50	50	50
LABORATORY DEPOSIT (REFUNDABLE)	400	-	-
LABORATORY FEES	1000	1000	1000
LIBRARY DEPOSIT (REFUNDABLE)	250	-	-
LIBRARY FEES	300	300	300
MAGAZINE FEES	100	100	100
NSS FEES	10	10	10
OTHER FEES/EXTRA CURRICULAR ACTIVITY	250	250	250
PROJECT FEES	200	200	-
STUDENT WELFARE FUND	50	50	50
TUITION FEES	10000	10000	10000
UNIVERSITY DISASTER RELIEF FUND	10	10	10
UNIVERSITY E CHARGES	20	20	20
UNIVERSITY ENROLMENT FEES	220	-	-
UNIVERSITY PROJECT FEES	-	-	500
UNV. SPORTS / CULTURAL ACTIVITY	30	30	30
UTILITY FEES	250	250	250
VICE CHANCELLOR'S FUND	20	20	20
TOTAL	17582	16562	17112



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1. F.Y.B.M.S. Admission Form and Prospectus+Information Brochure Fees of Rs.100/- to be paid by the candidate at the time of taking admission from the College office.
2. S.Y.B.M.S. & T.Y.B.M.S. Admission Form Rs.20/- to be paid by the candidate at the time of taking admission form from the college office.
3. Document Verification fees of Rs.400/- to be collected from candidates from other than Maharashtra State Board/University of Mumbai.
4. Fees payable in the form of Demand Draft drawn in favour of “Tolani College of Commerce” payable at Mumbai

**P.S. Fees are likely to be revised by the University of Mumbai / Government Authorities.**

#### **ACADEMIC TERMS AND VACATION FOR 2019 - 2020**

First Term	:	6th June 2019 to 24th Oct. 2019
Mid Term Break	:	2nd Sept. 2019 to 7th Sept. 2019
Diwali Vacation	:	25th Oct. 2019 to 14th Nov. 2019
Second Term	:	15th Nov. 2019 to 2nd May 2020
Winter Break	:	26th Dec. 2019 to 1st Jan. 2020

#### **ATTENDANCE REQUIREMENTS**

As per the provisions mentioned in the University ordinance issued from time to time

#### **EXAMINATION & EVALUATION**

As per the directives of University of Mumbai, the Choice Based Credit, Grading and Semester Systems will be followed.

The Degree Programme will comprise of Six Semesters spread over three years. Each year will consist of two semesters.

The students will be briefed about the details of the Choice, Grade and Semester system at the commencement of the academic year.

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