

# ABOUT HEMU KALANI YADGAR MANDAL

## *Introduction*

Hemu Kalani, born on 23.03.1923 at Sukkur, Sindh, chose revolutionary path for freedom of India. On 21.01.1943 he was hanged by alien Government. Till his last breath he chanted "Bharat Mata Ki Jai".

Amar Shaheed Hemu Kalani Yadgar Mandal is constituted to inculcate feelings of Patriotism in society and provide activities of social services & professional education, Memorial building of six floors is constructed with each floor of 3000 sq. ft. now entire memorial building, Ground plus five-storeyed is complete to serve the community through various educational activities with a quality and value added training dedicated to upliftment of Society with perference to women and weaker section. We are grateful to all our Donors, Volunteers and all those who helped us in our endeavor to achieve our object of social service.

This new building has been developed for **Bachelor of Management Studies (BMS)** and other academic / professional programs.

The Colleges in the campus are :

- 1) Smt.Jamnabai H. Wadhwa College of Technology.
- 2) Kothari College of Management Studies.
- 3) Smt. S. R. Tulsiani Career College.
- 4) Hemu Kalani Junior College.

## *Introduction* **S.N.D.T Women's University**

Shri Maharshi Karve, the bold social reformer dedicated his life to the progress of Indian women. Shrimati Nathibai Damodar Thackersey Women's University (SNDT) was founded by him. This University was launched in 1916.

The unique feature of this University are:

1. It is dedicated to the cause of women's education.
2. It offers various courses that are relevant to women (Home Science & Vocational) along with courses in Arts, Commerce, Management and Computers.
3. It offers instruction in four media. English, Gujarati, Hindi and Marathi.
4. It has jurisdiction across the country.
5. It is a pioneer in distance education.
6. It has got 5 stars under accreditation by National Assessment and Accreditation Council (NAAC) in the year 2000.

## **Mission Statement :**

*"Empowerment of Women  
Through Quality in Education"*

## Our Vision

**A. S. Hemu Kalani Yadgar Mandal's Shri K. S. Kothari College of Management studies** is committed to the Empowerment of Women through quality oriented professional education.

In keeping with this single minded determination, our institution strives :-

- 1) To encourage women to develop their full creative potential.
- 2) To provide for women access to higher education through formal and non-formal streams inducing adult and continuing education.
- 3) To provide for women a wide range of professional and Vocational courses to meet the socio - economic demands.
- 4) To develop scholarship and research in emerging areas of study, particularly with focus on women's perspectives.
- 5) To inculcate among women positive self-concept, awareness of women's issues and right with a rational outlook forwards society.
- 6) To enhance purposeful education with "Human Values" and "Social Responsibility by participating in outreach programs.
- 7) To achieve excellence in academic disciplines, research and extension activities through emphasis on "Quality in Every activity".

## Bachelor of Management Studies (BMS)

There has been an accelerating development in the Business & Management and the number of women entering the field is growing rapidly. In order to cater to the demands of the industry as well as women aspiring to achieve quality education and

qualification in Management Studies in the new millennium, A. S. Hemu Kalani Yadgar Mandal has introduced Bachelor of Management Studies (BMS) under Kothari College of Management studies. The government has granted permission to start the Bachelor's program and the program is affiliated to S.N.D.T. Women's University. The course commencing from the academic year 2008-09.

Hemu Kalani Yadgar Mandal is the first institution to introduce the Bachelor of Computer Applications course in Mumbai Eastern Suburbs.

## Full time Courses after BMS

- **MMS** : Master in Management Studies
- **MBA** : Master in Business Administration

## Objectives :

- ☛ The BMS programme aims to produce trained professional in Management and administrative area needed for the ongoing demand and growth within the country and abroad.
- ☛ To provide career options for women in the Computer Industry.
- ☛ To create an objective platform for women who would like to work independently for any modern organisations.
- ☛ To Create Women Entrepreneurs.

# TERMS OF ADMISSION

The Application form along with prospectus can be obtained from A. S. Hemu Kalani Yadgar Mandal on payment of cash **There is no entrance exam for admission to the course.**

## **Eligibility**

Candidates seeking admission for the BCA course must have passed

- a. Higher Secondary School Certificate Examination held at the end of XII standard conducted by the Maharashtra State Board of Higher Secondary Board or an Examination of another State or Board recognized as equivalent thereto **with and aggregate not less than 50% for open Category and not less than 45% for those who come under Reserved Category.**
- b. Three year full time Diploma in Engineering of Technical Education Board with an aggregate not less than 45%.

## **Documents required at the time of submitting admission form**

1. Three attested copies of H.S.C. mark-sheet or an equivalent board exam mark-sheet.
2. Three attested copies of leaving certificate.
3. Photograph : Two **stamp** size photographs to be attached to the admission form.
4. In case of students migrating from any state other than Maharashtra, a student will have to submit the provisional eligibility certificate at the time of admission. Admission shall be confirmed only after the Final Eligibility certificate is issued by the Maharashtra State Board of Higher Secondary Education, Mumbai. Following are the documents required for the eligibility certificate:
  - i. Mark-sheet of the last Examination
  - ii. Passing Certificate

- iii. Migration Certificate from the previous Board/University
- iv. Transfer Certificate / Leaving Certificate
- v. Character Certificate

**Note :** Students are required to submit all relevant **original** documents at the time of admission.

## **Submission of Admission Form**

Last date for procuring admission form and prospectus will be put up on the college notice board.

## **College Timings**

Classes will be conducted from 8.00 a.m. to 2.00 p.m.

## **Coursework Information**

**Medium of Instruction** English

**Duration of Course** 3 Years

**Intake of Students** 60

**Commencement of Course** June/July 2008

## **Fees**

Fees for the Three Year Degree course in Bachelor of Management Studies (BMS) is as follows :

I Year BMS	12000/-
(Inclusive of Caution fee of Rs. 500/-)	
II Year	12000/-
III Year	12000/-

Fees for each year are payable by Demand Draft at the time of Admission. Draft should be made payable to :

**Kothari College of Management Studies.**

### Freeship

The government grants freeships for SC/ST candidates. Forms for freeship are available in the office and must be submitted along with necessary documents like caste certificate etc. The college will submit these forms to social Welfare Office, Chembur.

### Convocation Fees

Convocation fees will be paid to the college separately. The amount of convocation fees and the last date of payment will be displayed on the college notice board. Students will receive convocation forms from the University.

### Caution Money

The amount of caution money paid at the time of admission will be refunded to the student on application and on producing the receipt of payment of caution money, if the same is claimed within a period of six months from the date the student leaves the institution. In the absence of the receipt and if the amount is not claimed within the prescribed period, the amount will be forfeited.

### Rules for Refund of Fees

A written application for the refund of fees together with the fee receipt will have to be submitted by the student concerned to the Principal. The fees will be refunded as under.

1. If Refund Application is received before opening of the college :  
90% of Fees + Full Other Fees will be refunded except the admission fee.
2. If Refund Application is received within 8 days after the college open :  
80% of Fees+ Full Other Fees will be refunded except the admission fee.
3. If Refund Application is received within 15 days after the college opens:  
70% of Fees + Full Other Fees will be refunded except the admission fee.

4. If Refund Application is received within 30 days after the college open :  
50% Fees + Full Other Fees will be refunded except the admission fee.
5. If the student leaves the college after 30 days of securing the admission, no fees will be refunded.
6. The fees will be refunded to the student anytime during the first academic year of BMS course if she secures admission in professional courses such as B.E. / B.Tech., B.Arch., M.B.B.S., B.D.S. and other recognized para-medical courses of the University with proof of admission, after deducting Rs. 2000/- per month or part thereof towards the facilities used by them.

### Revised Course Structure for Bachelor of Management Studies BMS

#### Semester I

1. Principles of Management
2. Business Environment
3. Introduction to Computers and programming
4. Financial Accounting I
5. Basic Communication Skills I
6. Mathematics I
7. Project I

#### Semester II

1. Marketing Management I
2. Managerial Economics
3. Database Applications in Management
4. Basic Communication Skills II
5. Financial Accounting II
6. Mathematics II
7. Project II

### **Semester III**

1. Business Law I
2. Human Resource Management I
3. Marketing Management II
4. Business Correspondence I
5. Cost. Accounting
6. Statistics I
7. Project III

### **Semester IV**

1. Human Resource Management II
2. Materials Management
3. Marketing Research
4. Business Correspondence II
5. Management Accounting
6. Statistics II
7. Project IV

### **Semester V**

1. Organizational Behaviour
2. Media and Communication
3. Human resource development I
4. Industrial Relations and Labour Welfare
5. Product and Services Management
6. Sales and Distribution Management
7. Business Taxation and Auditing
8. Financial Management
9. Project V

#### **Any Two Groups From**

Group 1 : 3 and 4

Group 2 : 5 and 6

Group 3 : 7 and 8

### **Semester VI**

1. Productivity and quality management
2. Entrepreneurship Development
3. Human Resource Development II
4. Labour Laws and Industrial laws
5. Retail Management and Customer Relationship Management
6. Advertising and Sale Promotion
7. Port Folio Management
8. Financial Services
9. Project VI

#### **Any Two Groups From**

Group 1 : 3 and 4

Group 2 : 5 and 6

Group 3 : 7 and 8

# BMS COURSE STRUCTURE

## Attendance

1. Students are required to attend the college regularly and punctually unless granted leave of absence by the relevant authorities. They are liable to be fined if found habitually late or irregular.
2. No student is allowed to be absent without obtaining prior permission of the college authority. In case of sickness, an application for the absence will have to be submitted immediately along with medical certificate and necessary supporting documents.
3. The students are required to submit the internal submissions as prescribed by the teacher. No late submission will be accepted for evaluation.
4. In order to be permitted to appear for the examination, a student must have an attendance of at least 75% of the possible number of days of attendance in the whole year. A student absent for three consecutive classes will not be allowed to appear for the Unit Test except upon her absence due to illness.

## Examination

### Pattern of Examination

The College will conduct the first year final examination

The Second year and Final Year examinations in theory and practical of all subject will be conducted by SNTD Women's University.

Duration of each External paper will be 3 hours.

**Exam Fee :** Exam fees should be paid separately for each semester for Repeater as well as Fresh students.

## Internal and External Assessment

- A) There is 50% passing in internal and External examination separately.
- B) Though a student fails in Internal Paper, she can appear for external paper and has to clear the internal paper separately.
- C) Internal Exam will consist of:
  - Test (20 marks)
  - Presentation, Project, Industrial Visits, Viva, Presentations, Quiz, Case Study, Practicals etc. (20 marks)

## Terms of Passing

A minimum of 24 marks out of 60 i.e. 40% in external assessment and 16 marks out of 40 in internal assessment, and 40 marks out of 100 aggregate are required for passing a subject.

### Rules for ATKT (Allowed To Keep Terms)

**A.T.K.T. :** A student is allowed to keep term for **Maximum 4 papers** in each year and before going to **Third Year** all the papers of **First Year** have to be cleared.

**For Sem II** A student who fails in Semester I in any number of papers is eligible for Semester II.

**For Sem III** A student who fails in more than four papers of Semester I and Semester II (First Year) together will not be eligible to register for semester III i.e. Second Year.

**For Sem IV** First Year ATKT and or a student who fails in semester III in any number of papers is eligible for semester IV.

**For Sem V** A student should have cleared all papers of Semester I and Semester II (First Year) and should not have failed in more

than four papers in semester III and Semester IV together (Second Year) to be eligible for Semester V that is Third Year.

**For Sem VI** Second Year ATKT and/or a student who fails in Semester V in any number of papers is eligible for Semester VI.

**Fail** If a student fails in more than 4 subjects in a year then she can not register for the next year.

#### **Award of Class**

- a) Last four Semesters that is Semester III, IV, V and VI are considered for Class.
- b) Individual semester will not be given class
- c) Repeater students are also eligible for award of class

<b>CLASS</b>	<b>PERCENTAGE</b>
First class with Distinction	70% and above
First Class	60% and above but less than 70%
Second Class	45% and above but less than 60%
Pass Class	40% and above but less than 45%

#### **Grace Marks**

- a) In each Semester Maximum 5 grace marks are to be distributed in not more than 3 papers with maximum of 3 grace marks for passing the external component.
- b) For award of class (i.e. 2nd class or 1st class) maximum of 3 marks may be added to any individual paper of that examination, provided the candidate has not been given any other grace marks in that examination.
- c) No grace marks should be given for Distinction/ 'O' grade / ATKT/for obtaining exemption in a paper.

#### **Incentive Marks**

- a) Maximum five Incentive marks will given to students for participation in activities like Sports, NSS, NCC, Cultural Activities, Extension Education etc.

- b) The marks will only be given at the end of the third year.
- c) In case the student participates in more than one activity, the highest marks obtained will be considered.

#### **Class Improvement**

- 1) A candidate desiring to improve the class will have to appear for the subject of last four semester and shall be permitted to avail exemption in such subjects in which she has secured 55% or more marks in the first attempt.
- 2) A candidate shall be permitted to avail this facility only once during the period of five years from the date of declaration of results.
- 3) Every such candidate shall register at the respective college by paying the registration fee as per the University Rules existing at that time.
- 4) Internal Assessment marks shall be carried forward for declaring the result of class improvement.
- 5) A successful candidate will be given a mark sheet and a degree certificate by the University.
- 6) A class improvement student shall not be eligible for prize, scholarship or medal.

### **Special Features**

#### **Practical Training**

Students are subjected to rigorous practical training during the period of study.

#### **Job Placements**

Due to the accelerating demand for computer applications, Campus interviews by renowned software companies will be arranged by the management to offer job opportunities to bright deserving students.

#### **Projects**

Students are given several projects during the course of three year which will be evaluated by experts from industry. Students will also complete a project in Semester VI as part of

their degree requirement. This project will be evaluated by an external examiner from the university.

### **Counsellor on Campus**

We have a trained Counsellor on campus whose service are available free of charge to all members of teaching, non teaching staff and students.

### **Library**

The library is meant for reading, writing and reference work. The college library has a good collection of books, CD's, journals and periodical on the subjects of Computer Technology, and is for the purpose of reference for students and staff. It remains open from 9.30 a.m. to 5.30 p.m. on weekdays except on Saturdays when it closes at 3.30 p.m. it remains closed on Sundays and Holidays. Strict silence and utmost cleanliness have to be maintained to provide an atmosphere conducive to study.

### **Computer Lab.**

The college is well equipped with the facility of computers and computer software needed for the practicals.

Students can avail of this facility during all working hours except during and ongoing practical class. Internet facility for browsing is provided with a limited number of hours during the course to each student. Additional internet facilities can be availed of as and when the lab. is free, but these facilities cannot be misused for personal work like chatting, playing games etc.

### **Excursion**

An excursion is arranged for students every year outside Mumbai to places of educational and cultural importance, wherein they visit computer industries.

### **Extra Curricular Activities**

Various activities such as sports, cultural events, picnics, literary meets lectures, seminars and exhibitions will be organized during the course of the year.

## **Holidays**

The college will remain closed on Sundays and all public holidays as declared by the Government of Maharashtra and on such other days as the principal declares from time to time.

## **Rules and Regulations**

- ☛ Every student must have an identity card, which is supplied by the college and must produce the same on demand by any members of the staff of the college.
- ☛ There should be no disturbance of any kind during working hours.
- ☛ Visitors are not allowed during class hours
- ☛ Every effort should be made to keep the premises of the institution clean and orderly. Students should cultivate the habit of throwing all waste, in the bins provided.
- ☛ Damage done to the property of the college is a breach of discipline, and will be punishable.
- ☛ All the students are required to read the notice board daily.
- ☛ Parents and guardians are expected to get themselves conversant with the Rules and Regulations of the college. They are also supposed to keep themselves informed about the progress of their wards. They may for this purpose keep themselves in touch with the college authorities from time to time.
- ☛ Students are required to buy journals from the college only.
- ☛ Students are not permitted to use mobile phones in the class rooms and laboratories.
- ☛ Students are expected to maintain dress code in college. The rules for dress code have been put up on the college notice board.