PROSPECTUS

Bachelor of Business Administration (BBA)

(Affiliated to Manipur University)

ICM

INSTITUTE OF COOPERATIVE MANAGEMENT, IMPHAL

A Unit of National Council for Cooperative Training
[Ministry of Agriculture and Farmers' Welfare]
Government of India
Cooperative Complex,
Lamphelpat-Imphal West, Manipur (India)
Pin- 795004

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Forward

Established in the year 1988 under the aegis of the National Council for Cooperative Training, New Delhi. The Institute of Cooperative Management, Imphal delivers management education to the manpower of the states of Manipur, Nagaland and Mizoram. Equipped with adequate infrastructure, manned by competent faculty, the institute with a beautiful campus offers need – based training to the personnel of various cooperative organizations, non – government organizations, private enterprises and individuals.

The present business environment is highly competitive and changes with time. People with right attitude possessing required knowledge and skill are essential for better performance. In the changed paradigm and the present context of human resource development, professionalization becomes a crucial concern for all business organizations. Professional management has facilitated the success of various organizations and institutions. Hence, to meet the diversed challenges faced in a highly competitive business environment, the Institute presents a three – year degree course on Management – Bachelor of Business Administration (BBA). Our focus is to produce Educated and skilled Management graduates by providing high value business management education. The Institute's campus ensures students to get a perfect environment for pursuing their management studies and training. The course focuses on a wide array of management disciplines enabling the students to choose their career options. The BBA degree course will also empower the students to make choice for further management studies or to undertake responsible managerial positions in private/public sectors or self-employment ventures

K. Joychandra Singh
Director

PROFILE OF THE INSTITUTE

Established on 23rd February in the year 1988, the Institute of Cooperative Management (ICM), Imphal is one of the nineteen such institutes across India under the aegis of the National Council for Cooperative Training (NCCT), New Delhi, An autonomous society promoted by Ministry of Agriculture & Farmer's Welfare, Government of India.

VISION

To "build up a strong human base of the regional economy with a renewed knowledge on managerial science"

Values and guiding principles

To realise the expressed vision, the Institute of Cooperative Management, Imphal commits to the following values of Role Model as guiding principles:

a. Comprehensiveness, Competence and Clarity in Teaching (3Cs)
b. Free, Fearless and Fruitful Learning (3Fs)
c. Devotion, Determination and Discipline in Interaction (3Ds)

"Setting a new standard" is the guiding framework. Learning with steady determination is the hallmarks of the identity.

FUNCTIONS

ICM, Imphal is dedicated to three functional areas:

A. Education
B. Research
C. Consultancy

OBJECTIVES

The focal objective of the Institute is to develop human resource by conducting need – based training for the middle level manpower of the State Governments of Manipur, Mizoram and Nagaland, Cooperative Organizations, NGOs, Private Enterprises/Undertakings and Individuals for fitting themselves in the competitive business environment.

The specific objectives are:

A. To cater to the training needs of the personnel of Government Departments, Cooperative Organizations, NGOs, Private Enterprises and Individuals
B. To culture value based professional management in all sectors and dub-sectors including Cooperatives, Self Help Groups, Non-Government Organizations, Private Enterprises etc.
C. To conduct action research, problem research and policy based research from time to time for finding the management solutions to the State Government and NGOs/Cooperative Institutions/Private Enterprises.
D. To render management and project consultancy services to the user organizations/institutions
E. To take up socio-economic development projects in the context of sustainable development of the N.E Region and the Nation.

FINANCE

ICM, Imphal is solely funded by the Ministry of Agriculture & Farmers Welfare, Government of India through National Council for Cooperative Training, New Delhi.

CORE PROFESSIONAL PROGRAMME/COURSE

Major Courses

Sl No	Name of the Course	Duration	Eligibility	Affiliation
1	Higher Diploma in Cooperative Management (HDCM)	26 weeks	Graduate	Affiliation to NCCT, New Delhi
2	Post Graduate Diploma in Computer Application (PGDCA)	1 year	Graduate	Affiliation to Manipur University, Canchipur
3	Bachelor of Business Administration (BBA)	3 years	10+2 Passed	

A. Higher Diploma in Cooperative Management (HDCM)

The Higher Diploma in Cooperative Management (HDCM) has been continuing since the inception of the Institute in 1988. So far 32nd sessions of the HDCM programmes have been successfully conducted.

B. Post Graduate Diploma in Computer Application (PGDCA)

The Institute has been offering Post Graduate Diploma in Computer Application (PGDCA) under the Manipur University.

C. Computer Courses

The Institute is one of the premier institutes in the North-eastern India which has been conducting different computer courses sine the year 1992. The Institute conducts Hardware and Networking, 2 months Tally and 6 months Certificate Course in Computer Application (CCCA) Programme with the objective to enhance the working knowledge of personnel using MS-DOS, Windows and Linux Environment. This programme ensures effective interaction between participants and faculties with the latest trend of software like MS Office, Adobe Photoshop, Corel, PageMaker, C Programming, Macromedia Dreamweaver, MS Front page etc.

D. Other Programmes

The Institute offers various short term courses on credit and banking, marketing, handloom, handicrafts, dairy, fisheries, management, accounts and audit, cooperative laws, allied laws, agriculture and allied activities, project planning and management, innovative NGO management, skill development programmes, leadership, entrepreneurship development programme, communication & skill development etc.

CLASSROOMS

The classrooms of the Institute are well furnished with all modern teaching aids including LCD Projector, Computer, etc. The Institute had an Air conditioned Conference hall for 100 capacity inbuilt with LCD projector and Public Address System.

To make the training programmes useful and purposive for developing skills and attitudes, maximum opportunities are provided to the participants for effective participatory learning.

COMPUTER LAB

The Institute has a well-furnished Computer Lab with adequate number of PCs of latest technology to facilitate excellence in IT based training programmes. The PCs are equipped with various Operating Systems like - MS-DOS, Windows, LINUX etc. and various softwares and pagkages like Visual Studio, C/C++, MS-Office, Adobe Photoshop, Pagemaker, PHP, MYSQL, SQL Server, Oracle, Java, Tally ERP, etc.

LIBRARY

The Institute pay and increasing attention to Library and to-day it possesses over 16,000 books on various areas

1.	Total No. of Books	-	16,000
2.	Journals & Magazines	-	60
3.	News Paper	-	12
4.	Management Based Video Cassettes	-	200
5.	Number of books issued/ circulated per month	-	1300 (Approx)

HOSTEL

The Institute has hostel for about 100 persons, guest room's facilities with a well-arranged mess. Indoor games and recreational facilities are provided to the participants. There is separate hostel for boys and girls for BBA Programme.

MEDICAL FACILITIES

The Institute engages visiting Medical Officer and provides free consultation facility to the students and residents of the campus.

HOW TO REACH THE INSTITUTE

The city of Imphal can be reached by air/road. Daily air services are available from Kolkata, Delhi, Guwahati, Silchar, Dimapur and Aizwal, etc. and the nearest railway station is at Dimapur. One can reach Imphal from Dimapur by bus/winger. There are numerous tourist bus services available from Guwahati and Dimapur to Imphal. The Institute is 3 km away from the heart of Imphal city and 8 km from Airport.

ADDRESS FOR COMMUNICATION

INSTITUTE OF COOPERATIVE MANAGEMENT, IMPHAL
(A Unit of National Council for Cooperative Training, New Delhi, An Autonomous Society promoted by Ministry of Agriculture and Farmers Welfare, Government of India)
Lamphelpat, Cooperative Complex, Imphal West, PIN – 795004, Manipur (India)
Tel : 0385 – 2414526/2415132
E. Mail : icmimphalbba@gmail.com/icmimphal2013@rediffmail.com
Website : www.icmimphal.org

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The degree offered by the Institute of Cooperative Management (ICM), Imphal under the Manipur University on successful completion of the course shall be known as Bachelor of Business Administration (BBA). The duration of the degree course in Business Administration is 3 years spread over six semesters. The ICM – BBA degree will equip learners with the knowledge and skills to meet the diverse challenges faced in a highly competitive business environment both locally and internationally. The course focuses on a wide array of management disciplines so as to enable their graduates to have a choice of career options. The BBA Programme aims to provide an in depth overview of the latest developments in the theoretical as well as practical aspects of business administration and management.

The BBA Programme (Under U.G.C's Choice Based Credit System) comprises of the following papers of 100 marks each including 20 marks of internal assessment in each paper

Revised Syllabus (w.e.f 2020)
(Under U.G.C's Choice Based Credit System)
Approved by the MU Academic Council vide Resolution No. 4(e)/16/2.9.2020

Sl No	Paper Code	Paper Title	Contact Hr. per week	Internal Assessment Marks	Written Exam Marks	Total Marks	Credits
Semester – I							
A.	**Core Papers**						
1	101	Principles of Management	5	20	80	100	5
2	102	Managerial Economics	5	20	80	100	5
3	103	Financial Management	5	20	80	100	5
B.	**Ability/Skill Enhancement Paper**						
4	104	Communicative English	5	20	80	100	5
C.	**Elective Course – Generic/Interdisciplinary Paper**						
5	105	Environment Studies	5	20	80	100	5
		Total	**25**	**100**	**400**	**500**	**25**
Semester - II							
A.	**Core Papers**						
1	201	Entrepreneurial Development	5	20	80	100	5
2	202	Statistics for Business	5	20	80	100	5
3	203	Business Environment	5	20	80	100	5
B.	**Ability/Skill Enhancement Paper**						
4	204	Consumer Affairs and Business Law	5	20	80	100	5
C.	**Elective Course – Generic/Interdisciplinary Paper**						
5	205	Communication Skills and Personality Development	5	20	80	100	5
		Total	**25**	**100**	**400**	**500**	**25**

Semester - III							
A.	**Core Papers**						
1	301	Marketing Management	5	20	80	100	5
2	302	Financial Management	5	20	80	100	5
3	303	Human Resource Management	5	20	80	100	5
B.	**Ability/Skill Enhancement Paper**						
4	304	Office Management	5	20	80	100	5
C.	**Elective Course – Generic/Interdisciplinary Paper**						
5	305	Customer Relationship Management	5	20	80	100	5
		Total	**25**	**100**	**400**	**500**	**25**
Semester - IV							
A.	**Core Papers**						
1	401	Production & Operational Management	5	20	80	100	5
2	402	Research Methodology	5	20	80	100	5
B.	**Ability/Skill Compulsory Paper**						
3	403	Computer Application in Business	5	20	80	100	5
C.	Discipline Specific Course						
4	404	Elective – I	5	20	80	100	5
5	405	Elective – II	5	20	80	100	5
		Total	**25**	**100**	**400**	**500**	**25**
Semester – V							
A.	**Core Papers**						
1	501	Cost and Management Accounting	5	20	80	100	5
2	502	Organizational Behaviour and Cross Culture Management	5	20	80	100	5
B.	**Elective Course – Generic/Interdisciplinary Paper**						
3	503	International Business and E Commerce	5	20	80	100	5
C.	Discipline Specific Elective Paper						
4	504	Elective – III	5	20	80	100	5
5	505	Elective – IV	5	20	80	100	5
		Total	**25**	**100**	**400**	**500**	**25**
Semester – VI							
A.	**Core Papers**						
1	601	Business Policy and Strategic Management	5	20	80	100	5
2	602	Management Information System	5	20	80	100	5
B.	**Project Report/Dissertation**						
3	603	Project Presentation & Viva Voce	5	20	80	100	5
C.	**Discipline Specific Elective Paper**						
4	604	Elective – V	5	20	80	100	5
5	605	Elective – VI	5	20	80	100	5
		Total	**25**	**100**	**400**	**500**	**25**

Specialization – In the fourth semester specialization papers will be introduced. Each student shall have to opt for two (2) specialization groups consisting of the three (3) papers each. Total specialization papers to be opted being six (6) are distributed equally in the 4th, 5th and 6th semester. The 1st paper for each specialization group selected shall be studied in 4th semester. The 2nd and 3rd papers of that specialization groups shall be studied in the 5th, 6th and 6th semester respectively.							
Group (A) Marketing							
1	M1	Sales and Distribution Management	5	20	80	100	5
2	M2	Marketing Communication and Advertising	5	20	80	100	5
3	M3	Retail Marketing	5	20	80	100	5
Group (B) Human Resources Management							
1	H1	Industrial Relation	5	20	80	100	5
2	H2	Training and Development	5	20	80	100	5
3	H3	Performance and Compensation Management	5	20	80	100	5
Group (C) Banking and Finance							
1	F1	Banking and Insurance	5	20	80	100	5
2	F2	Risk and Insurance Management	5	20	80	100	5
3	F3	Indian Financial Systems and Microfinance Institutions	5	20	80	100	5
Group (D) Tourism and Travel Management							
1	T1	Tourism Principles and Practices	5	20	80	100	5
2	T2	Travel Agency and Tour Operations	5	20	80	100	5
3	T3	Tourism Products of India	5	20	80	100	5

FEE STRUCTURE

Sl No	Semester	Amounts (Rs)
1	BBA – 1st Semester	22,250.00
2	BBA – 2nd Semester	11,500.00
3	BBA – 3rd Semester	12,000.00
4	BBA – 4th Semester	13,000.00
5	BBA – 5th Semester	12,000.00
6	BBA – 6th Semester	15,000.00
	Total	**85,750.00**

BBA – 1st Semester

Sl No	Particulars	Amounts (Rs)
1	Institutional Fee	5,000.00
2	Admission Fee	2,000.00
3	Tuition Fee	8,000.00
4	Library	750.00
5	Examination Fee	1,000.00
6	Student Welfare Fee	300.00
7	Enrolment Fee	350.00
8	Identity Card Fee	100.00
9	Registration Fee	500.00
10	Sport & Cultural Fee	500.00
11	Stationary Charge	750.00
12	Field Visit Local	1,000.00
13	* Security Deposit	2,000.00
	Total	**22,250.00**
*** Refundable only those who have successfully completed the course**		

BBA – 2ndSemester

Sl No	Particulars	Amounts (Rs)
1	Tuition Fee	8,000.00
2	Examination Fee	1,000.00
3	Library	750.00
4	Stationary Charge	750.00
5	Local Field Visit	1,000.00
	Total	**11,500.00**

BBA – 3rd Semester

Sl No	Particulars	Amounts (Rs)
1	Tuition Fee	8,000.00
2	Examination Fee	1,000.00
3	Library	750.00
4	Stationary Charge	750.00
5	Local Field Visit	1,000.00
6	Sport & Cultural Fee	500.00
	Total	**12,000.00**

BBA – 4th Semester

Sl No	Particulars	Amounts (Rs)
1	Tuition Fee	8,000.00
2	Examination Fee	1,000.00
3	Library	750.00
4	Stationary Charge	750.00
5	Local Field Visit	1,000.00
6	Computer Fee	1,000.00
7	Inspection Fee	500.00
	Total	**13,000.00**

BBA – 5th Semester

Sl No	Particulars	Amounts (Rs)
1	Tuition Fee	8,000.00
2	Examination Fee	1,000.00
3	Library	750.00
4	Stationary Charge	750.00
5	Local Field Visit	1,000.00
6	Sport & Cultural Fee	500.00
	Total	**12,000.00**

BBA –6th Semester

Sl No	Particulars	Amounts (Rs)
1	Tuition Fee	8,000.00
2	Examination Fee	1,000.00
3	Library	750.00
4	Stationary Charge	750.00
5	External Field Visit	3,000.00
6	Computer Fee	1,000.00
7	Project Evaluation Fee	500.00
	Total	**15,000.00**

N.B. Students will be liable to pay the Examination fee for the University from time to time

CAPACITY

The intake capacity of the BBA course is **45 (forty – five)**

RESERVATION FOR BBA

As per Manipur University rules

UNIFORM

Male – Blue black trousers, light purple shirt, neck tie, black shoes
Female – Blue black long shirt/pant, light purple shirt, black pump shoes
Easy dress – Casual on Wednesday and Saturday

APPLICATION DETAIL AND PROCEDURE

1. Application for admission is to be made in the prescribed form
2. E Prospectus (included application form) may be downloaded from institute website/Institute of Cooperative Management, Imphal Facebook Page.
3. Filled in application forms should be sent in Email: icmimphalbba@gmail.com or at the office of the Director of the Institute not later than the last date mentioned in the notification. Applications which are not duly filled in/or without the required attested certificates will be summarily rejected.
4. Applications should enclose self-attested copies of the following documents
   a. Copy of Class X & XII Mark sheets
   b. Copy of Aadhaar Card
   c. Proof of Age
   d. Copy of pass certificate of qualifying examination
   e. Copy of certificates in respect of reservation

Online Counselling

1. Eligibility: 10+2 passed students of Council for Higher Secondary Education of Manipur or any Indian or Foreign Council recognised by Manipur University shall be eligible to apply for admission to this course provided he/she has secured atleast 50% marks in the aggregate. Candidates from SC/ST are eligible for a concession of 5% of the aggregate marks.
2. All eligible candidates will undergo a separate online counselling for BBA Course.

GENERAL INSTRUCTION

1. Candidates should produce their original certificates and sheet list at the time of interview/admission.
2. Candidate should appear for entrance/interview/admission at their own cost
3. If any candidate who is provisionally selected fails to report to the officer concerned on or before the specific date and time or if he/she fails to pay the fee indicated, his/her admission will stand cancelled.
4. The processing fee of Rs. 300/- will of payable to **DIRECTOR, ICM IMPHAL, LAMPHELPAT, Account No. 0652050011101, PUNJAB NATIONAL BANK, RIMS, LAMPHELPAT IFSC Code - PUNB0065220**
5. **Application form and documents should be sent to icmimphalbba@gmail.com**

INSTITUTE OF COOPERATIVE MANAGEMENT, IMPHAL

2021 – 2024

APPLICATION FORM FOR ADMISSION

(Please refer the prospectus)

Paste your recent passport photography

1. Course applied for: **Bachelor of Business Administration (BBA)**

2. Name (in block letters)

3. Father's Name (in block letters)

4. Guardian's Name (in block letters)

5. Address for correspondence

							Pin :						
WhatsApp Mobile No													
Email ID													

6. Permanent Address

							Pin :						
Mobile No													

7. Sex (tick only One) Male ☐ Female ☐

8. Date of Birth Day ☐☐ Month ☐☐ Year ☐☐☐☐

9. Category (Tick Only one) SC ☐ ST ☐ OBC ☐ P/H ☐ Other ☐

10. Aadhaar Card No.

11. State of domicile

12. Processing Fee

Name of the Bank									
Transaction ID									
					Amount		**3**	**0**	**0**

13. Examination Passed

Board/Univ	Examination Passed	Year of Passing /Passed	Subjects	Percentage	Class /Div

I hereby declare that the above information is true to the best of my knowledge and belief. I also undertake that if I am selected I shall abide by the rules and regulations of ICM, Imphal as Conveyed from time to time which I may be expelled from the Institute.

Place: Signature of the Applicant
Date:

List of enclosures

1. Age Proof Certificate
2. Caste/Tribe/P.H Certificate (if applicable)
3. Qualifying certificates & mark sheets
4. Screenshot Copy of Processing fee payment

INSTITUTE OF COOPERATIVE MANAGEMENT, IMPHAL
2021 – 2024

Admit Card for Counselling

1. Course applied for: **Bachelor of Business Administration (BBA)**

2. Name (in block letters)

(in block letters as in the application form)

Signature

do not write anything blow this line
(Sl.No. 3 to 5 to be filled in by office)

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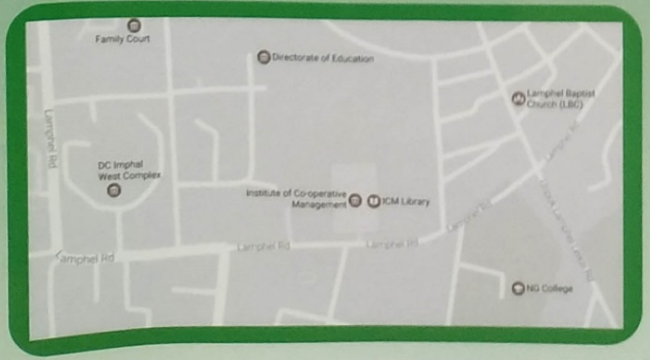
3. Roll No : .....
4. Venue of Entrance Test : .....
5. Date of Entrance Test : .....
6. Reporting Time : .....

(Director)

N.B. Application form and Xerox copies of documents mentioned should be sent to **icmimphalbba@gmail.com**



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