K. C. Das Commerce College

OSPECTUS 2006-07



06









OUR VISION

In the new millennium, we envision that our college will be challenged to meet the needs of the society. We will remain committed to inter disciplinary research and education and will provide our region with an educational and cultural centre.

OUR MISSION

- To broaden the outlook of the students by emphasizing the age old values and virtues of life through education.
- To inculcate positive thinking, develop analytical skills, moral, social and aesthetic values.
- Quality enhancement and excellence.

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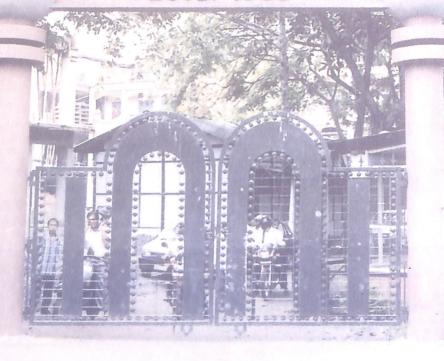
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CO. S COMMERCE CO.

ESTD-1983





Section 1

A Short Profile

K. C. Das Commerce College is a well-known institute of commerce education in the North-East, located within Guwahati city at a distance of 37 kms from the Lokopriya Gopinath Bordoloi Airport, Borjhar and 3 kms from the Guwahati Railway Station.

The Beginning:

The college was established on the 7th day of November, 1983. The untiring efforts of a group of eminent educationists and free thinkers who felt the necessity to establish the second Commerce College in Guwahati, gave birth to this college. The college was instituted with the financial assistance provided by Shri Ramesh Chandra Chaudhury and the college has been named in the cherished memory of his father Late Keshab Chandra Das, an educationist of repute, who was Inspector of Schools, Assam in the 1930's.

Initially, the college started in the evening shift with 107 students in the premises of Sonaram H.S. and Multipurpose School, Bharalumukh, Guwahati. On 7th November, 1994, the college shifted to its permanent site.

The college came under the deficit-grants-in-aid system in the year 1998 and it has been provincialised on 01 - 12 - 2005.

Functioning hand in hand with 21st Century:

At present it has 10 departments, viz-Accountancy, Management, Finance, Economics, Mathematics and Statistics, Information Technology, English, Assamese, Hindi and Bengali. It imparts education to more than 1800 students with an efficient and dedicated teaching staff, whose endeavour is to direct students to become motivated life-long learners and decision-makers.



Section 2

Course Structure of New Higher Secondary 1st Year

w.e.f. 2005-2006 Academic Session

A. Core subjects:

- (i) English
- (ii) Modern Indian Language (MIL) —(Assamese /Bengali / Hindi)

Note: A student may offer Alternative English in lieu of MIL.

B. Compulsory elective subject:

- (iii) Accountancy (Accy)
- (iv) Business Studies (BS)

C. Third elective subjects (any one of the following):

- (iii) Economics/Salesmanship and Advertising / Insurance / Banking / Economic Geography / Computer Science & Application/Mathematics.
- D. Fourth elective subjects (any one of the following):
 - (iv) Commercial Arithmetic & Elements of Statistics / Mathematics/Statistics/Computer Science & Application.

 Note: Student opting for Computer Science will have to take Mathematics as combination.

Syllabus for New Higher Secondary Second Year Course

w.e.f. 2006-2007 Academic Session

A. Core subjects:

- (i) English
- (ii) M.I.L. (Assamese, Bengali, Hindi)/Alternative English

B. Compulsory elective subject:

- (iii) Accountancy (Accy)
- (iv) Business Studies (BS)

C. Optional two elective subjects:

The same subjects taken as per H.S. 1st year.



Important Note:

1. A course in computers is compulsory for the two year Higher Secondary students. This will be conducted by the college in association with a well-known Computer Institute.

2. Every learner at the +2 stage would be required to participate compulsorily in an area of co-curricular activity out of NCC, NSS, Rover / Ranger, Games and Sports. (Any one from athletic and other team games), cultural and literacy, debating and quiz.

Course Structure of New B. Com Course (1+1+1)

w.e.f. 2004-2005

Subject for the course

There shall be two types of courses— (i) General Course (ii) Major Course

B. Com Part-I Major and General Course:

In B. Com Part-I: Candidates of both Major and General Course shall be required to offer the following papers of 100 marks each.

B. Com Part-I

Subject of study	Marks
1.1 Business Communication/	
Functional MIL (Assamese/Bengali/Hindi)	100
1.2 Financial Accounting	100
1.3 Business Economics	100
1.4 Business Organisation and Entrepreneurship	
Development	100
1.5 Business Mathematics/ Fundamentals of Insurance	100
1.6 Money and Indian Financial System	100

Important note:

Students from other colleges seeking admission in the B. Com. Part-I of K.C. Das Commerce College will have to do a compulsory certificate course in computers to be conducted by the college in collaboration with a reputed Computer Institute recognised by the Govt. of India. Students will be categorised into four groups based on their previous knowledge about computers and its application.



B. Com Part-II : Major and General Course

In B. Com Part-II a candiate of both Major and General Course shall be required to offer the following papers of 100 marks each.

B. Com Part-II: Major and General Course

	Subject of study	Marks
2.7	Corporate Accounting	100
2.8	Company Law	100
2.9	Business Environment	100
2.10	Principles of Business Management	100
2.11	Law & Practice of Banking	100
2.12	Information Technology	100
2.13	Business Statistics	100
2.14	Environmental Studies [Theory 75+Practical 25]	100
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B. Com Part-III:

General Course: A candidate of B. Com Part-III offering general course shall be required to offer the following papers of 100 marks each.

B. Com. Part-III: General Course

	Subject of study	Marks
3.14	Auditing	100
3.15	Financial Management .	100
3.16	Direct and Indirect Taxes	100
3.17	Business Regulatory Framework	100

B. Com. Part-III: Major Subject

A candidate offering Major shall be required to offer three papers of 100 marks each from any one of the following three groups in addition to the papers of General Course (C).

Subject of st	udy	Marks
Group 1:	Accountancy	
3.18	Cost Accounting	100
3.19	Management Accounting	100
3.20	Advanced Financial Accounting	100
Group 2:	Management	
3.18	Human Resource Management	100
3.19	Marketing Management	100
3.20	Cost and Management Accounting	100



Group 3: Finance

3.18	Rural and Co-operative Banking	100
3.19	Financial Market Operation	100
3.20	International Trade and Foreign Exchange	100

Distribution of Marks:

	General Course	Major Course
B. Com. Part-I	600	600
B. Com. Part-II	800	800
B. Com. Part-III	400	700
Total:	1800	2100

In case of award of Major in B. Com. Final Examination the following papers shall be counted for declaration of results.

a) From B. Com. Part-I

i)Financial Accounting		100 Marks.
ii)Business Organisation and		
Enterpreneurship Development	<u> </u>	100 Marks.
ii)Money and Indian Financial System	4	100 Marks.
Total	_	300 Marks.

b) B. Com. Part-II

Total	_	400 Marks.
iv)Business Statistics	_	100 Marks.
iii)Law and Practice of Banking	_	100 Marks.
ii)Principles of Business Management		100 Marks.
i)Corporate Accounting		100 Marks.

c) B. Com. Part-III

i)Auditing		100 Marks.
ii)Financial Management		100 Marks.
iii)Direct and Indirect Taxes	 !	100 Marks.
iv)Business Regulatory Framework	-	100 Marks
v)Major Subject (3 Papers)	-	300 Marks
Total		700 Marks

Admission Requirements:

• For Higher Secondary (Two year) Course

To be eligible for admission into the Higher Secondary First Year Class of Commerce, a student has to pass the H.S.L.C. Examination of SEBA or any other equivalent examination recognised by the Assam Higher Secondary Education Council (AHSEC).



• For B. Com. (Three year) Degree Course

To be eligible for admission into the first year of B. Com., a student has to pass:

(i) Pre-University/Pre-Degree/Higher Secondary Examination in Commerce/Science/Arts or equivalent examination.

Procedure

- Application for admission into the college should be made in the prescribed application form issued by the college office on payment of Rs. 100/-.
- Admission to the H.S. Course is held after the announcement of the H.S.L.C. Examination result and that of B. Com. 1st year is held after declaration of the HS results.
- The dates of admission to various classes are notified in the local newspaper and in the college Notice Board.
- Admission to the college is made strictly in order of merit and is governed by the college admission rules. The reservation of the SC/ST are as follows:

SC		7%
ST Hills		5%
ST Plains	-	10%
OBC/MOBC		15%
Physically handicap	_	2%
Extra curricular activities	<u> </u>	2%

- All admissions made to the college are provisional and subject to the approval by AHSEC/GU.
- The college is not responsible for any disapproval by the respective boards due to lack of proper documents or due to furnishing false documents and statements.
- Students have to produce all original documents at the time of admission of Xeroxed attested copies along with the form.

Migration & Eligibility Certificate (EC)

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Students from Boards or Universities other than SEBA, AHSEC and Gauhati University shall have to produce a Migration Certificate at the time of admission. They must also obtain an Eligibility Certificate from the AHSEC and GU.

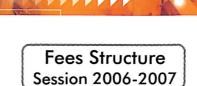
For admission in H. S. course, a student has to pay a fee of Rs. 100/- to AHSEC to obtain the Eligibility Certificate. For admission in B. Com. course a student from other Boards of Assam (other than AHSEC) has to pay a fee of Rs. 600/- and a student of other Boards from outside Assam has to pay a fee of Rs. 1000/- to G.U. to obtain the same.

Reserve for Donation:

A few seats are reserved at the time of admission to be filled up against the payment of "Donation".

For further details contact:

Convenor
Admission Committee
K. C. Das Commerce College



A.Session Fees	:	Amount	(Rs.)	

7 (1110 OTT)
50.00
100.00
150.00
150.00
50.00
200.00
500.00
500.00
1000.00
600.00
50.00
50.00
60.00
100.00
100.00
tal : Rs. 3,710.00

B.Fees payable by student at the time of admission into H.S.

1st year class:

H. S. 1st yr.

	Particulars	SEBA Students	Other Board
1.	Session fees	3,710.00	3,710.00
II.	Tuition fees	600.00	600.00
III.	Registration fees	25.00	25.00
IV.	Identity Card	20.00	20.00
V.	Computer fees	360.00	360.00
VI.	E. C. fees	-	100.00
	Total (Rs.):	4,715.00	4,815.00

C.Fees payable by student at the time of admission into H.S. 2nd year class:

Particulars

1.	Session fees	_	3,710.00
11.	Tuition fees		600.00
	Total (Rs.):		4,310.00



D. Fees payable by student at the time of admission into B. Com 1st year class:

	Particulars	K.C.D.C.C.	Other College
l.	Session fees	3,710.00	3,710.00
11.	Tuition fees	720.00	720.00
III.	Registration fees	200.00	200.00
	(including form charge)		
IV.	Identity Card	20.00	20.00
V.	Computerfees		360.00
	Total (Rs.):	4,650.00	5,010.00

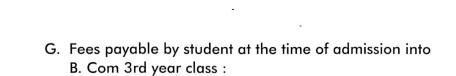
E. Fees payable by student at the time of admission into B. Com 1st year class:

Other Board

Particulars	From Assam	Outside Assam
I. Session fees	3,710.00	3,710.00
II. Tuition fees	720.00	720.00
III. Registration fees	200.00	200.00
IV. Identity Card	20.00	20.00
V. Computerfees	360.00	360.00
VI. E.C. fees	600.00	1000.00
Total (Rs.) :	5,610.00	6,010.00

F. Fees payable by student at the time of admission into B. Com 2nd year class:

Particulars	General Course
I. Session fees	3,710.00
II. Tuitionfees	720.00
Total (Re	s.): 4.430.00



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Particulars	General Course	Major Course	
		(3rd year only)	
I. Session fees	3,710.00	3,710.00	
II. Tuition fees	720.00	840.00	
III. Personality Dev. Programme	400.00	400.00	
Total (Rs.):	4,830.00	4,950.00	

H.Others:Rs.

a.	Transfer Certificate	500.00
b.	Duplicate Identity Card	100.00
c.	Duplicate Library Card	100.00
d.	Late fine	500.00

Special Admission into H.S.1st year (3rd Division Students in H.S.L.C. Examination)

	Particulars		SEBA students	Other Board
1.	Session fees		3,710.00	3,710.00
11.	Tuition fees		600.00	600.00
111.	Registration fees		25.00	25.00
IV.	Identity Card		20.00	20.00
V.	E. C. fees	40	durant -	100.00
VI.	Computer Package		8000.00	8000.00
	Total (Rs.) :		12,355.00	12,455.00

Casual Admission:

Admission for casual students will start from 20th September to 26th September, 2006.



Section 3

Facilities for Students:

• College Library:

The college library is well stocked and presently has a huge collection. Latest publications in the field of Business Studies, Accounts, Economics, Banking, Literature etc. are continuously added to the collection to equip the students with a wide range of resources. It regularly subscribes to a number of magazines and periodicals, daily newspapers and national and international journals. Reference sections, magazines, newspapers sections with reading corners are also available. We intend to provide more facilities including a Digital Library which will be first of its kind in the NE Region.

Book Bank Facility:

Book Bank facility will be made available to students of each batch on economic criteria.

College Magazine :

The "K C Das Commerce College Magazine" is published annually. The magazine gives an opportunity to the students to express their creativity in different fields. The magazine is run by an Editorial Board formed by the Principal.

Students' Welfare Fund:

On application to the Principal, an amount not exceeding the annual tuition fees is granted to the needy students, whose father's/guardian's annual income does not exceed Rs. 3600/-

• Student's Relief Fund:

There is a students' relief fund for those students who will be affected by natural calamities like earthquake, flood etc. to reimburse the expense related to the studies.

Students' Travel Concession:

Students are entitled to Students' Travel Concession on their way home from the institution and back during vacations only. Air concession is also allowed.

Scholarships:

- 1. National Scholarship (All India Basis).
- 2. State Merit Scholarship.
- 3. Schedule Caste/Schedule Tribe Scholarship.
- 4. OBC/MOBC/Ex Tea Garden Labour Scholarship.

The above scholarships are granted by the government for which application forms of eligible students are forwarded to the respective authorities for consideration. On sanction, money will be deposited to the individual accounts.

Internet Facility:

Internet facility is available to the students at concessional rates.

Financial Assistance:

Students who participate in various competitions in State, National or International level will get full assistance and financial aid from the college.



Incentives for Meritorious Students

Students securing Star Marks in the HSLC and HS examinations will enjoy the opportunity to seek admission in K. C. Das Commerce College free of cost.

Similarly, any student securing 75% marks in H.S. 1st Year, B. Com. 1st year and B. Com 2nd year examination will get the same benefit.

The college will bear all such expenses to be incurred at the time of admission.

Awards

Dr. Prafulla Chaudhury Award

Dr. Prafulla Chaudhury award will be presented to the Best Graduate of K. C. Das Commerce College.

Sarat Chandra Das Award

Sarat Chandra Das award will be presented to the best Higher Secondary Scholar of K. C. Das Commerce College.

(N.B. : A minimum of 60% marks has to be secured to qualify for the above mentioned awards.)



Social Commitment

Today, commerce education is gaining much importance as the present world is gradually becoming commercialised.

Here, we at K. C. Das Commerce College are trying to take a step towards the uplifment of the students acquiring 3rd division in HSLC, so that they are not considered a burden to the society.

They can get themselves enrolled in our college along with an opportunity to undergo special computer education to help them pave their future and choose a desired career.



Section 4

IT & Management Cell:

IT & Management Cell's core focus is an all-round development of students through a complete package of both knowledge and self development.

With a mission to empower our students with the wisdom of applied knowledge and help them reach the pinnacle of success in their desired field, we have started implementing market need based training to bridge the gap between industry requirement and traditional education.

The training programmes are segregated into two major categories .

Category 1: (Strictly restricted to K. C. Das College students)

A) Mass Computer Literacy Programme (Building the foundation):

The program is specially designed for H.S. and T.D.C first year students of the college.

Range of Courses:

- Fundamentals of Computer
- Tally
- Introduction to computer graphics.
- B) Individual Development Program (For TDC final year students):

This unique program is specially designed for the T.D.C final year students to groom their personality by improving their self confidence and place them in to the world of opportunity in right way.

The course starts with a psychological test followed by:

- Communication skill
- Soft skill training
- Group discussion
- Resume writing
- Mock interview
- Entrepreneurship Development Session.



The value added facilities to the students:

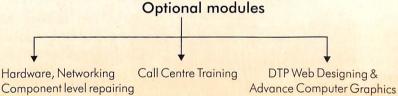
- The students under this program can avail one year free internet surfing in IT-Management cell for purely educational or career development purpose.
- **S**tudents for this sector can submiftheir bio-data to the IT-Management Cell for placement assistance.

C) One year professional course in IT & Management:

Students who are acquiring 3rd Division marks in H.S.L.C examination have to face a real challenge to acquire quality education and also often lose their way towards a brighter future, will have the opportunity to train themselves for their parallel to their regular H.S curriculum.

The proposed course structure:

- Certificate in IT from C-DAC ACTS
- Tally
- Spoken English & self dev. program
- Yoga



Component level repairing

Category 2: (Open to all aspiring students):

With a vision to provide a common platform of knowledge and opportunity to all the aspiring individuals, the IT & Management Cell has aimed to extend its facilities to entire student community of



North Eastern region in particular by providing them high-end quality education in the field of IT & Management to enhance individual's proficiency in their chosen field.

For achievement its desired goal the college already got associated with C-DAC's ACTS (Advance Computing Training School) division for training and national level certification. Many other global players have also joined

hands with K. C. Das Commerce College in its mission.

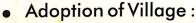
Details of the course are available in the IT & Management Cell's information brochure.

>>>>>>> Section 5

Co-Curricular Activities & Extension Services

NCC and Scouts:

The National Cadet Corps and Assam State Bharat Scouts are national organisations which have helped in instilling in the cadets a spirit of indomitable courage, self-confidence and self-reliance, selfless community service, patriotic fervour, trust in oneself, power of thought and adjustment which are essential to make the youths disciplined and dutiful. Our college is attached to OI Assam Battalion for NCC Activities.



The college has adopted a village named Garooghuli under Rani Development Block of Kamrup District. The college has decided to work in a phased manner for all round development of the village under the Extension Education Cell by taking up activities like:

- Free Medical Camp.
- Mass Literacy Programme.
- Providing relief to the flood affected victims etc.
- Providing sanitation & drinking water.

Women's Forum:

The K. C. Das Commerce College Women's Cell was established on 19th November, 2005 and was formally inagurated on 7th February, 2006 by Dr. Archana Sharma, Director I/c and from that date, it is affiliated to women's Studies Research Centre, Gauhati University. The cell comprises of teaching, non-teaching staff and female students in particular.









Research & Publication :

The Research and publication commmittee has been formed to publish seminar papers and other research based articles.



It also aims at promoting research culture amongst the teachers of the institution. It also publishes the campus bulletin - **K cian**.

Information & Career Guidance Cell :

The prime objective of the committee is to enlighten the students on various career options available to them. It also aims at inculcating the entrepreneurial spirit among the students and to provide personal conselling to them.

Health & Hygiene Awareness:

This committee has been created to promote health & hygiene awareness among the students.



Blood Donation Unit :

The Blood Donation unit headed by Dr. R.S. Tiwari encourages students to donate blood for the well being of the society. It tries to promote blood donation awareness by organising such donation camps.

• Literary Forum:

This forum provides a platform for those students with a literary bent of mind to express themselves through the annual journal, 'Drasta'. Faculty members of the Literature Departments are members of this forum.



Section 6

Faculty Members and Staff:

Principal : Dr. Hitesh Deka, M.A., Ph.D. Vice Principal (i/c) : Dr. Swabera Islam, M.A., Ph.D.

Faculty Members:

Department of Accountancy







Dr. Prabhat Ch. Kakati, M. Com. Ph.D. Mr. Bijoy Kalita, M. Com. (HOD)

Mr. Bipul Kalita, M. Com.



Mr. Safiqul Haque, M. Com.



Mr. Manoj Kedia, M. Com.

Department of Management



Mr. Bhababhuti Sarma, M. Com. (HOD)



Dr. Ashima Sarma Bora, M. Com., Ph.D.



Ms. Malamoni Dutta, M. Com., PGDPM



Mr. Kukil Bora, M. Com.

Department of Finance

PROSPECTUS 2006 - 07

Mr. Naba K. Goswami M. Com. (HOD)



Mr. Murali Krishna Sarma M. Com.



Ms. Runumoni Lahkar Das M.Com., B.Ed., LL.B



Mr. Pradeep Das M. Com., PGDCA, B.Ed



Ms. Pallavi Kakati M. Com.

Department of Economics



Dr. Swabera Islam, M.A., Ph.D. (HOD), Vice Principal (i/c)



Dr. Jayshree Dam Paul Choudhury Ms. Upasana Chakraborty, M.A. M.A., LL.B., Ph.D.



Department of Mathematics and Statistics



Ms. Runjun Phookun, M.Sc. (HOD)



Ms. Jayashree Pathak, M.Sc., B.Ed.

Department of English



Ms. Prarthana Barua, M.A. (HOD)



Ms. Anjita Bora, M.A., P.G.C.T.E.



Ms. Archana Bora, M.A.



Mr. Samar Bhattacharyya, M.A.





Lt. Dipak Barman, M.A. (HOD)



Ms. Swapna Smriti Mahanta M.A.

Department of Hindi



Dr. Radhey Shyam Tiwari, M.A., Ph.D. (HOD)



Ms. Purnima Singh, M.A., B.Ed.

Department of Bengali



Ms. Shrabani Bhadra, M.A., B.Ed. (HOD)



Ms. Kalpana Dutta Dhar, M.A. (Double)

Department of Information Technology

Mr. Pranab Sarmah, MCA (Temporary) Ms. Namrata Bhattacharyya, MCA (Temporary)

Librarian

Mr. Prasanta Kumar Deka, B.Sc. (Bot), M.L.I.Sc.



Non -Teaching Staff:

- 1. Prafulla Ch. Barman, UDA
- 2.Afzal Hussain, LDA ·
- 3. Paresh Kalita, BA, LDA
- 4. Saraju Kakati, BA (Hons.) LDA
- 5. Harinarayan Choudhury, LDA
- 6.Rina Das, LDA
- 7. Gautam Choudhury, M. Com. (Accountant)
- 8. Diganta Ranjan Patgiri, M.Sc. (Physics), MCSD, LDA
- 9. Dipak Medhi, LDA
- 10.Madan Ch. Sarma, Grade-IV
- 11.Hemanta Deka, Grade-IV
- 12.Hemen Deka, Grade-IV
- 13. Ratul Medhi, Library Bearer
- 14. Hemen Barman, Grade-IV
- 15. Girish Deka, Grade-IV
- 16.Siba Charan Das, Grade-IV
- 17. Ranjit Rai, Night Chowkider
- 18.Santosh Gowala, Cleaner

ADMISSION SCHEDULE

Session: 2006-2007

The admissions into the H.S. (Com.) and TDC (B. Com.) courses have been scheduled as follows:

Class	Last date of submission of forms	Date of Admission (From 10.30 AM)	Date of commencement of classes
H.S. 1st year	03.07.2006	10.07.2006	01.08.2006
TDC 1st year	03.07.2006	12.07.2006	01.08.2006
H.S. 2nd year	26.06.2006	03.07.2006	01.08.2006
TDC 2nd year	26.06.2006	04.07.2006	01.08.2006
TDC 3rd year	26.06.2006	05.07.2006	01.08.2006

- The admission forms and prospectus will be available at the college office during office hours w.e.f. 10.06.2006 on payment of Rs. 100/- only.
- Students securing star or distinction marks in SEBA and AHSEC Examination will be given admission free of cost.

Present Governing Body of the College:

President

Secretary

Members

: Mr. Ramesh Chandra Chaudhury

: Dr. Hitesh Deka, Principal

: Ms. Senehi Begum

Mr. Prabhat Sing Lahkar

Mr. Mukul Chandra Goswami

Mrs. Minati Chaudhury

G.U. Representatives

: Mr. Jatindra Chandra Nath Dr. Nabin Chandra Sharma

Teachers' Representatives

: Mrs. Prarthana Barua, HOD, English Dr. Jayashree Dam Paul Choudhury,

Senior Lecturer, Economics

Non-Teaching Representatives: Mr. Prafulla Ch. Barman, UDA

K. C. Das Commerce College

Chatribari, P.O.: Rehabari Guwahati - 781 008, Assam

Phone: (0361) 2542514 Fax: (0361) 2606312 e-mail: kcdcc@sify.com website: www.kcdcollege.org







