

**PROSPECTUS 2008-09**

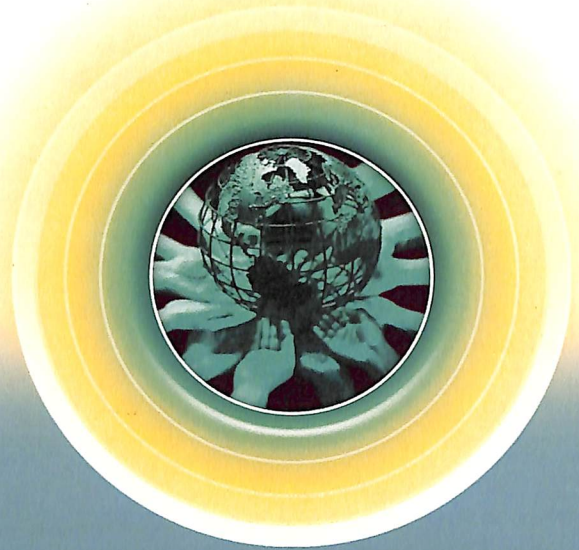


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**K. C. Das Commerce College**  
**(NAAC Accredited B<sup>+</sup>)**  
Chatribari, Guwahati, Assam

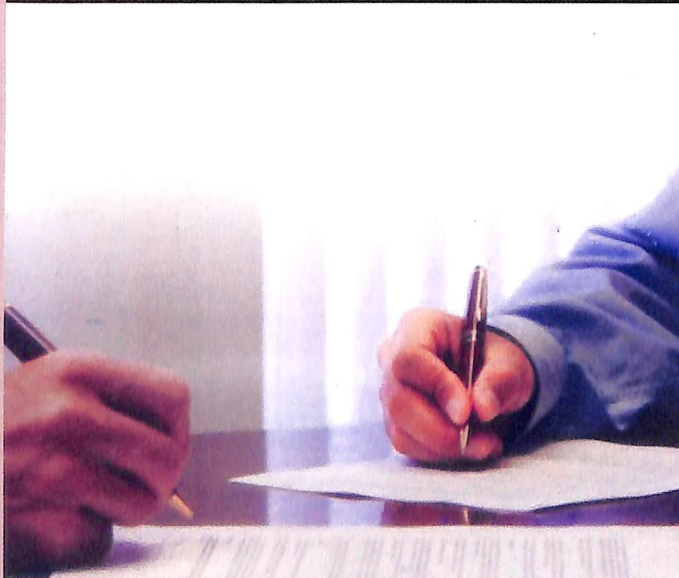
## Vision

**W**e want to become one of the best commerce colleges of the country. We will impart value-creating education to tap the innate potential of every student. Our teachers and students must shine in society as role models of honesty, integrity, civilized discourse and behaviour. We see in them persons who are unfazed in the event of prosperity or decline. The College will be a model institution of harmony, friendship and integration.



## Mission

**W**e intend to make our students and teachers responsible international citizens, who will cherish a global outlook throughout their lives. We hope to instil in them a scientific spirit of inquiry and a value system that will make them understand the power of ideas and argument and that of continuous learning.



**MOTTO**  
**WISDOM IS SUBLIME**

## BRIEF HISTORY

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

The College was established on 7<sup>th</sup> November, 1983. It was an outcome of the untiring efforts of a group of eminent educationists and free thinkers who felt the need to establish a second commerce college in Guwahati, keeping in mind the growing demand of commerce education in the region. The College was instituted with the financial assistance provided by the present President of the Governing Body, Sri Ramesh Chandra Chaudhury. It has been named in the cherished memory of his father, late Keshab Chandra Das, an educationist of repute. He was also an Inspector of Schools, Assam, in the 1930s. Beginning its humble origin with an evening shift with an enrolment of 107 students in the premises of Sonaram H.S. & Multipurpose School, Bharalumukh, Guwahati, the College shifted to its permanent campus at Chatribari on 30<sup>th</sup> November, 1994.

The College came under the deficit-grants-in-aid system in the year 1998 and in course of time was provincialized by the Government of Assam in the year 2005. At present, it has ten departments and it imparts learning to more than 2,100 students with an efficient and dedicated teaching staff. The College is now in its 25<sup>th</sup> year. To mark this momentous occasion of the Silver Jubilee Year of the College, an year-long programme has been chalked out for the period beginning 7<sup>th</sup> November, 2007. It will culminate on 7<sup>th</sup> November, 2008.

A notable feature in the recent history of the College is that it was assessed by the **National Assessment and Accreditation Council** and was accredited **B<sup>+</sup> grade**. This has proved to be an incentive to the staff of the College who are committed in their dedicated efforts to strive for quality and excellence. The affiliation under 2(f) & 12 (B) of the UGC Act, 1956, w.e.f. 27<sup>th</sup> November, 2007 is yet another landmark in the short history of the College.



## COURSES OF STUDY

### **A CURRICULA FOR HIGHER SECONDARY (+2 STAGE IN COMMERCE)**

#### **Core subjects**

- English  
(100 marks in H.S. 1<sup>st</sup> year & 100 marks in H.S. 2<sup>nd</sup> year)
- Modern Indian Language/ Alternative English  
(100 marks in H.S. 1<sup>st</sup> year & 100 marks in H.S. 2<sup>nd</sup> year)

#### **Compulsory Elective Subjects**

- Business studies
- Accountancy

#### **Third Elective Subject (any one of the following)**

- Economics / Banking / Computer Science and Application

#### **Fourth Elective Subject (any one of the following)**

- Commercial Arithmetic and Elements of Statistics /  
Computer Science and Application.

#### **List of Modern Indian Languages (MIL) (any one of the following)**

- Assamese
- Bengali
- Hindi

### **B. COM. (1+1+1) COURSE STRUCTURE**

The B.Com. course comprises of both General and Major courses.

#### **B.Com. Part 1 : Major and General Course**

In B.Com. Part I, candidates of both Major and General Course will be required to offer the following papers of 100 marks each.

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 Organization and Entrepreneurship Development	100
1.5. Business Mathematics/ Fundamentals of Insurance	100
1.6. Money and Financial System	100

**Total marks for B.Com. Part I is 600 for 6 papers where all papers are compulsory.**

### **B.Com. Part II : Major and General Course**

In B.Com Part II, candidates of both Major and General Course will be required to offer the following papers of 100 marks each.

Subject of Study	Marks
1.7 Corporate Accounting	100
1.8 Company Law	100
1.9 Business Environment	100
1.10 Principles of Business Management	100
1.11 Law and Practice of Banking	100
1.12 Information Technology	100
1.13 Business Statistics	100
1.14 Environmental Studies (Theory 75 + Practical 25)	100

**Total marks for B.Com. Part II is 800 for 8 papers where all papers are compulsory.**

**B.Com. Part III (General Course)**

Candidates of B.Com.Part III offering General Course will be required to offer the following papers of 100 marks each.

**Subject of Study****Marks**

2.1. Auditing	100
2.2. Financial Management	100
2.3 Direct and Indirect Taxes	100
2.4. Business Regulatory Framework	100

**B.Com. Part III (Major Course)**

Candidates offering Major will 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.

**Subject of Study****Marks****Accountancy Major**

3.1 Cost Accounting	100
3.2 Management Accounting	100
3.3 Advanced Financial Accounting	100

**Subject of Study****Marks****Management Major**

3.1 Human Resource Management	100
3.2 Marketing Management	100
3.3 Cost and Management Accounting	100

**Subject of Study****Marks****Finance Major**

3.1 Rural and Co-operative Banking	100
3.2 Financial Market Operation	100
3.3 International Trade and Foreign Exchange	100

**Distribution of Marks**

Class	General Course	Major Course
B.Com. Part I	600	600
B.Com. Part II	800	800
B.Com. Part III	400	700
<b>Total</b>	<b>1800</b>	<b>2100</b>

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

Subjects	Marks
<b>From B.Com. Part I</b>	
1. Financial Accounting	100
2. Business Organisation and Entrepreneurship Development	100
3. Money and Indian Financial System	100
<b>Total</b>	<b>300</b>
<b>From B.Com. Part II</b>	
4. Corporate Accounting	100
5. Principles of Business Management	100
6. Law and Indian Financial System	100
7. Business Statistics	100
<b>Total</b>	<b>400</b>
<b>From B.Com. Part III</b>	
8. Auditing	100
9. Financial Management	100
10. Direct and Indirect Taxes	100
11. Business Regulatory Framework	100
12. Major (3 papers from any one group)	300
<b>Total</b>	<b>700</b>

## REVISED B. COM. COURSE STRUCTURE

(Revised in 2008 & to be effective from 2008-09)

### (A) GENERAL COURSE

(Total no. of Papers : 15)

(Grand total of marks : 1500)

#### **PART-I (No. of Papers : 5, Total Marks : 500)**

- 1.1 Business Communication / MIL
- 1.2 Fundamentals of Insurance  
*Or,*  
Business Mathematics
- 1.3 Financial Accounting
- 1.4 Business Organization & Entrepreneurship Development
- 1.5 Company Law

#### **PART-II (No. of Papers : 5, Total Marks : 500)**

- 1.1 Environmental Studies
- 2.2 Business Economics
- 2.3 Business Statistics
- 2.4 Corporate Accounting
- 2.5 Principles of Management

#### **PART-III (No. of Papers : 5, Total Marks : 500)**

- 3.1 Information Technology in Business
- 3.2 Business Environment
- 3.3 Marketing Management
- 3.4 Business Regulatory Framework
- 3.5 Financial Management

### (A) MAJOR COURSE

(Total no. of Papers : 21)

(Grand total of marks : 1500)

#### **PART-I (No. of Papers : 7, Total Marks : 700)**

- 1.1 Business Communication/MIL
- 1.2 Business Mathematics
- 1.3 Financial Accounting
- 1.4 Business Organization & Entrepreneurship Development



- 1.5 Company Law
- 1.6 Modern Banking Practice
- 1.7 (A) Cost Accounting (For students having major in Accountancy)
- 1.7 (M) Human Resource Management (For students having major in Management)
- 1.7 (F) Indian Financial Service (For students having major in Finance)
- 1.7 (E) Essentials of E-Commerce (For students having major in E-Commerce)

**PART-II (No. of Papers : 7, Total Marks : 700)**

- 2.1 Environmental Studies
- 2.2 Business Economics
- 2.3 Business Statistics
- 2.4 Corporate Accounting
- 2.5 Principles of Management
- 2.6 Financial Service and Service Marketing
- 2.7 (A) Management Accounting (For students having major in Accountancy)
- 2.7 (M) Cost & Management Accounting (For students having major in Management)
- 2.7 (F) Rural and Micro Finance (For students having major in finance)
- 2.7 (E) Internet and W W W Web. (For students having major in E-Commerce)

**PART-III (No. of Papers : 7, Total Marks : 700)**

- 3.1 Information Technology in Business
- 3.2 Business Environment
- 3.3 Marketing Management
- 3.4 Business Regulatory Framework
- 3.5 Financial Management
- 3.6 Taxation and Auditing
- 3.7 (A) Advanced Financial Accounting (For students having major in Accounting)
- 3.7 (M) Customer Relations and Retail Trade Management (For students having major in Management)
- 3.7 (F) Financial Market Operations & Foreign Exchange (For students having major in Finance)
- 3.7 (E) Web Designing (For students having major in E-Commerce)

**N.B.: Major shall be awarded on the basis of marks obtained in the following 15 (fifteen) papers :**

- Part-I : Papers- 1.3, 1.4, 1.5, 1.6, 1.7
- Part-II : Papers- 2.3, 2.4, 2.5, 2.6, 2.7
- Part-III : Papers- 3.3, 3.4, 3.5, 3.6, 3.7

For detail please refer to the Regulation.

## © BACHELOR OF COMPUTER APPLICATION (BCA)

The course is of 3 years (6 semesters).

### SEMESTER - I

Subject of Study	Marks
1.1 Introduction to Computer Fundamentals and Programming	100
1.2 Communicative English	100
1.3 Basic Electronics and Introduction to Digital Logic	100
1.4 Mathematics-I	100
1.5 Laboratory (covering paper 1 and paper 3)	100
1.6 Bridge Course (for students coming from other than the Science stream)	100

### SEMESTER - II

Subject of Study	Marks
2.1 Data Structure and Algorithm	100
2.2 Digital Circuit and Logic Design	100
2.3 Mathematics-II	100
2.4 Computer Based Management and Accounting	100
2.5 Laboratory	100
2.6 Environmental Studies	100

### SEMESTER - III

Subject of Study	Marks
3.1 Operating System	100
3.2 Computer Organization and Architecture	100
3.3 Database Management System	100
3.4 Object Oriented Programming	100
3.5 Laboratory	100

**SEMESTER - IV**

<b>Subject of Study</b>	<b>Marks</b>
4.1 Microprocessor and Assembly Language Programming	100
4.2 Software Engineering	100
4.3 Computer Oriented Numerical Methods and Statistical Techniques	100
4.4 Theoretical Foundations of Computer Science	100
4.5 Laboratory	100

**SEMESTER - V**

<b>Subject of Study</b>	<b>Marks</b>
5.1 Management Information System	100
5.2 Compiler Design	100
5.3 Data Communication & Computer Network	100
5.4 Programming in Javat	100
5.5 Laboratory	100

**SEMESTER - VI**

<b>Subject of Study</b>	<b>Marks</b>
6.1 Elective - I	100
6.2 Elective - II	100
6.3 Project Work	100

**Courses for Elective - I**

1. Queuing Theory and Operations Research
2. Artificial Intelligence
3. Data Mining and Warehousing

**Courses for Elective - II**

1. Web Technology
2. Computer Graphics

**EVALUATION :**

In all papers including theory and practical, the evaluation will be 20% from continuous internal assessment and 80% from semester end examination. In order to clear a semester, a student will have to obtain minimum pass mark in internal assessment and semester end examination separately. Examination for the bridge course will be conducted by the College and in order to clear the 1<sup>st</sup> semester a student will have to obtain minimum pass mark in this paper. However the mark obtained in this paper will not be counted in calculating his/her average semester mark.

**D BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

The course is of 3 years (6 semesters).

**SEMESTER - I**

<b>Subject of Study</b>	<b>Marks</b>
1.1 Elective English and Business Communication	100
1.2 Business Economics	100
1.3 Business Mathematics	100
1.4 Principles of Management	100
1.5 Computer Fundamentals (MS Office)	100

**SEMESTER - II**

<b>Subject of Study</b>	<b>Marks</b>
2.1 Personality and Personal Skill Development	100
2.2 Indian Economic Scenario	100
2.3 Business Statistics	100
2.4 Financial Accounting	100
2.5 Computer Application	100

**SEMESTER - III**

<b>Subject of Study</b>	<b>Marks</b>
3.1 Organisation Behaviour	100
3.2 Marketing Management	100
3.3 Cost and Management Accounting	100
3.4 Production and Operational Management	100
3.5 Office Organisation and Management	100

**SEMESTER - IV**

<b>Subject of Study</b>	<b>Marks</b>
4.1 Human Resource Management	100
4.2 Marketing Research	100
4.3 Financial Management	100
4.4 Management of Services	100
4.5 Business Laws	100

**SEMESTER - V**

<b>Subject of Study</b>	<b>Marks</b>
5.1 Summer Project	100
5.2 Industrial Relation	100
5.3 Advertising and Sales Management	100
5.4 Working Capital Management	100
5.5 Consumer Behaviour and Retailing	100

**SEMESTER - VI**

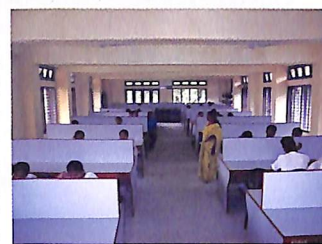
<b>Subject of Study</b>	<b>Marks</b>
6.1 Sales and Distribution Management	100
6.2 Taxation	100
6.3 Rural Marketing	100
6.4 Export Marketing	100
6.5 Entrepreneurship and Small Business Management	100

## ACADEMIC RESOURCES

### LIBRARY

K. C. Das Commerce College has a computerized library which makes it a knowledge paradise for every student. Its well-stocked racks with full of latest editions of standard and recommended books of all disciplines attract students to spend more time in the library and make the students highly informed and abreast with the latest trends.

The floor area of the library is 3616 sq.ft. (ground floor) and 2706 sq.ft. (first floor). The ground floor is the library section consisting of more than 11,000 books, 21 journals and periodicals, magazines, national and regional dailies and a small digital collection. The first floor of the library is the reading room with a seating capacity for 150 students at a time. The library is equipped with internal library networking facility, bar-coding facility and internet facility. The library has a Book Bank to facilitate students coming from a poor economic background. The facility of lending books has been extended to the residents of the neighbourhood as well as to the alumni.



### I.T. AND MANAGEMENT CELL

The I.T. & Management Cell was established on 1<sup>st</sup> September 2003. Since March 2006 it is functioning from its new laboratory on the second floor with a built-up floor area of 910 sq.ft..The college aims at allowing students to fully develop their professional abilities by imparting market need based training.

The college has arrived at an agreement with a reputed I.T. enabled Academy (ITeA) named COSYNE ENTERPRISES, which has its origin in the United States. A unique feature of Cosyne is that it facilitates students to procure Microsoft Office Specialist Certification after completion of their prescribed courses. These courses are however optional to students on payment.

The specifications and unique features of the cell are as follows :

- I.T. automated library
- Fully air-conditioned laboratories
- Uninterrupted power supply
- Separate lecture hall
- 2:1, student : computer ratio



### **CONFERENCE CUM SEMINAR HALL**

An air conditioned, well-equipped conference cum seminar hall on modern lines has been built-up on the ground floor and has a capacity of 50 people. The size of this conference is 1560 sq.ft. Official meetings, seminars and discussions are held in this comfortable and spacious hall. There is also a facility of L.C.D. projector.

### **PLACEMENT CELL**

The training and placement cell established in our college tries to provide opportunities for the students to get into reputed industries and organizations. Several students were selected in different organizations like IBM, WIPRO & GENPACT where interviews with students are held, of which seven students were selected and recruited by IBM, seven students by WIPRO, Kolkata and five students by GENPACT respectively in the session 2007-2008. On 1<sup>st</sup> April, 2008, ICICI Prudential Life Insurance has conducted a campus interview and selected three students for recruitment.

### **STUDENTS' COUNSELLING/PERSONAL COUNSELLING**

From last year, personal counselling sessions were conducted for all students with the help of some professional counsellors in the college campus. From this session this facility will be provided to all students by a Psychological Counsellor from Institute for Human Relations, Counselling and Psychotherapy, Vellore.

### **YOGA**

During the last session 2007-2008, Yoga classes (Theoretical & Practical) were taken by professional yoga instructor. Practical classes were taken on Sundays. The same procedure will be undertaken by the college. Yoga classes are free of cost and it will be open for the residents of the neighbourhood on Sundays.



# ADMISSIONS

## ELIGIBILITY :

### For Higher Secondary (Two Year) Course

To be eligible for admission into Higher Secondary 1<sup>st</sup> year, a student has to pass the H.S.L.C. examination of SEBA or any other equivalent examination recognized by the Assam Higher Secondary Education Council (AHSEC).

### For B.Com. (Three Year) Course

To be eligible for admission into B.Com. 1<sup>st</sup> year, a student has to pass Pre- University/Pre-Degree/Higher Secondary Examination in Arts/Science/Commerce or any other equivalent examination.

### For BCA (Three Year) Course

Higher Secondary with Mathematics as one of the subjects at the Higher Secondary level. Students not from Science stream will have to take up a bridge course in addition to the normal courses in the 1<sup>st</sup> semester.

### For BBA (Three Year) Course

A student who has passed the Higher secondary Examination (10+2) in arts, science or commerce of the Assam Higher Secondary Education Council (AHSEC) or any Board or Council recognized by G.U. or who passed the 3 years Diploma Course in Engineering recognized by Gauhati University with at least 50% marks.

## 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 to the B.Com./BCA/BBA course after the H.S. Final examination result.
- The dates of admission to various classes are notified in the local newspapers and in the college notice board.

### ● The college follows the reservation policy of the Government and the segregation of seats as per quota are :

SC	7%
ST (Hills)	5%
ST (Plains)	10%
OBC/MOBC	15%
Physically Handicapped	2%
Extra Curricular Activities	2%
Freedom Fighter	2%

## MIGRATION AND ELIGIBILITY CERTIFICATE

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

For admission to the H.S. course, a student has to pay a fee of Rs. 100/- to AHSEC to obtain the Eligibility Certificate. For admission to the B.Com./BCA/BBA Course, students from other Boards **within Assam** (other than AHSEC) has to pay a fee of Rs. 810/- and students from other Boards **outside Assam** has to pay a fee of Rs.1, 110/- to Gauhati University to obtain the same.



## FEES STRUCTURE FOR THE SESSION 2008-2009

A. Session Fees	Amount (Rs.)
1. Admission fees	100.00
2. College examination fees	100.00
3. Library fees	150.00
4. College Magazine fees	50.00
5. Students' Union fees	150.00
6. Students' welfare fund	50.00
7. Light and fan	400.00
8. Development fees	999.00
9. Special construction fees	500.00
10. Faculty development fees	999.00
11. Academic activities	50.00
12. Publication	50.00
13. Extension education	100.00
14. Yoga and Meditation/Students' Counselling	100.00
15. Computer maintenance	100.00
<b>TOTAL :</b>	<b>Rs. 3898.00</b>

### B. FEES PAYABLE BY STUDENTS AT THE TIME OF ADMISSION INTO H.S. 1<sup>st</sup> YEAR CLASS

	SEBA Students	Other Board Students
I. Session fees	3898.00	3898.00
II. Tuition fees	600.00	600.00
III. Registration fees	25.00	25.00
IV. Identity Card	20.00	20.00
V. Eligibility Certificate	-	100.00
VI. Enrolment fees	15.00	15.00
VII. Silver Jubilee	300.00	300.00
VIII. KCDCC Educational and Cultural Trust	100.00	100.00
<b>TOTAL :</b>	<b>Rs. 4,958.00</b>	<b>Rs. 5058.00</b>

**In addition to this, H.S.1<sup>st</sup> year students have to pay uniform fees as follows :**

<b>Boys</b>		<b>Girls</b>	
Uniform (2 pairs@ Rs.300/-)	Rs. 600.00	Uniform (2pairs @ Rs.300/-)	Rs. 600.00
Belt (one pc.)	Rs. 50.00	Sweater	Rs. 200.00
Sweater* (half)	Rs. 200.00		
<b>Total</b>	<b>Rs. 850.00</b>	<b>Total</b>	<b>Rs. 800.00</b>

- ◆ (Full sweater also available for boys @ Rs.250.00)
- ◆ Sweaters will be delivered during winter season.

Thus,

- Fees payable by SEBA students at the time of admission is  $\text{Rs. } 4958.00 + \text{Rs. } 850.00 = \text{Rs. } 5808.00$  (boys) and  $\text{Rs. } 4958.00 + \text{Rs. } 800.00 = \text{Rs. } 5758.00$  (girls).
- Fees payable by other Board students at the time of admission is  $\text{Rs. } 5058.00 + \text{Rs. } 850.00 = \text{Rs. } 5908.00$  (boys) and  $\text{Rs. } 5058.00 + \text{Rs. } 800.00 = \text{Rs. } 5858.00$  (girls).

### **C. FEES PAYABLE BY STUDENTS AT THE TIME OF ADMISSION INTO H.S. 2<sup>ND</sup> YEAR CLASS**

I. Session fees	3898.00
II. Tuition fees	600.00
III. Silver Jubilee	200.00
IV. KCDCC Educational and Cultural Trust	100.00
<b>TOTAL :</b>	<b>Rs. 4,798.00</b>

**In addition to this, H.S.2<sup>nd</sup> year students have to pay uniform fees as follows :**

<b>Boys</b>		<b>Girls</b>	
Uniform 1 pair(including logo)	Rs. 300.00	Uniform 1pair (including logo)	Rs. 300.00
Belt (one pc.)	Rs. 50.00		
<b>Total</b>	<b>Rs. 350.00</b>	<b>Total</b>	<b>Rs. 300.00</b>

- Rs.200/- for an additional sweater. Full sweater also available for boys @ Rs. 250/-.

Thus,

- ◆ Fees payable by H.S.2<sup>nd</sup> year students at the time of admission is  $\text{Rs. } 5148.00$  (boys) &  $\text{Rs. } 5098.00$  (girls).

**D. FEES PAYABLE BY STUDENTS AT THE TIME OF ADMISSION INTO  
B.COM. 1<sup>ST</sup> YEAR CLASS BELONGING TO ASSAM HIGHER  
SECONDARY EDUCATION COUNCIL (A.H.S.E.C.)**

I.	Session fees	3898.00
II.	Tuition fees	720.00
III.	Registration fees (including form charge)	210.00
IV.	Enrolment fees	100.00
V.	Identity Card	20.00
VI.	Silver Jubilee	300.00
VII.	KCDCC Educational and Cultural Trust	100.00
	<b>TOTAL :</b>	<b>Rs. 5348.00</b>

**In addition to this, B.COM. 1<sup>ST</sup> year students have to pay uniform fees as follows :**

<b>Boys</b>		<b>Girls</b>	
Uniform (2 pairs @ Rs.300/-)	Rs. 600.00	Uniform (2pairs @ Rs.300/-)	Rs. 600.00
Belt (one pc.)	Rs. 50.00	Sweater	Rs. 200.00
Sweater* (half)	Rs. 200.00		
<b>Total</b>	<b>Rs. 850.00</b>	<b>Total</b>	<b>Rs. 800.00</b>

- (Full sweater also available for boys @ Rs.250.00)
- Sweaters will be delivered during winter season.

Thus,

- ◆ Fees payable by B.Com 1<sup>st</sup> year students at the time of admission is Rs. 6198.00(boys) & Rs.6148.00 (girls).

**E. FEES PAYABLE BY STUDENTS AT THE TIME OF ADMISSION INTO  
B.COM. 1<sup>ST</sup> YEAR CLASS BELONGING TO OTHER BOARDS**

	<b>From Assam</b>	<b>Outside Assam</b>
I.	Session fees	3898.00
II.	Tuition fees	720.00
III.	Registration fees	210.00
IV.	Eligibility Certificate	1110.00
V.	Enrolment fees	100.00
VI.	Identity Card	20.00
VII.	Silver Jubilee	300.00
VIII.	KCDCC Educational and Cultural Trust	100.00
	<b>TOTAL :</b>	<b>Rs. 6458.00</b>
	<b>Rs. 6158.00</b>	

**In addition to this, BBA and BCA. 1<sup>st</sup> semester students will have to pay uniform fees as follows :**

<b>Boys</b>		<b>Girls</b>	
Uniform (2 pairs@ Rs.300/-)	Rs. 600.00	Uniform (2pairs @ Rs.300/-)	Rs. 600.00
Belt (one pc.)	Rs. 50.00	Sweater	Rs. 200.00
Sweater* (half)	Rs. 200.00		
Blazer	Rs. 1500.00	Blazer	Rs. 1500.00
<b>TOTAL</b>	<b>Rs. 2350.00</b>	<b>TOTAL</b>	<b>Rs. 2300.00</b>

- (Full sweater also available for boys @ Rs.250.00)
- Sweaters will be delivered during winter season.

**MODE OF PAYMENT :**

- The eligible students will have to pay 50% of Annual fees i.e. Rs.12,500/- (Twelve thousand five hundred) +2+3+ uniform fees at the time of admission into first semester class. The rest of the annual fees may be paid in two equal instalments (once in every three months).

Thus,

- ◆ Fees payable by BBA and BCA students at the time of admission is Rs. (12500 + 2350) = Rs.14850.00 (boys) and Rs. (12500 + 2300) = Rs. 14800.00 (girls)

**I. OTHERS :**

1. Transfer Certificate	500.00
2. Duplicate Identity Card	100.00
3. Duplicate Library Card	100.00
4. Late Fine	500.00

# SCHOLARSHIPS, AWARDS AND INCENTIVES

## SCHOLARSHIPS

- National Scholarship (All India basis)
- State Merit Scholarship
- SC/ST Scholarship
- OBC/MOBC/Ex-Tea Garden Labour Scholarship

These scholarships are awarded by the Government on receipt of completed applications submitted through the college. Certificates of caste and of parent's income duly attested by a competent authority must accompany the application form.

## AWARDS

### Dr. Prafulla Chaudhury Award

A cash award of Rs. 5,000/- (Rupees Five Thousand only) funded by Dr. Prafulla Chaudhury, son of Late Keshab Chandra Das is presented to the Best Graduate of the college.

### Sarat Chandra Das Award

A cash award of Rs.5000/- (Rupees Five Thousand only) funded by the family of Late Sarat Chandra Das, son of Late K.C.Das is given to the Best Higher Secondary Scholar of the college.

**N.B.** A minimum of 60% marks has to be obtained in order to qualify for these awards.



## STUDENTS WELFARE FUND AND FEE CONCESSION

The objective of the Students Welfare Fund is to render financial assistance to needy students towards their tuition fees. 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/- (Rupees three thousand and six hundred only). The college gives financial aid to students affected by natural calamities like earthquake, flood etc. Monetary support is also extended to students participating in various competitions at the State, National or International level.

## FACILITIES OFFERED

### COLLEGE UNIFORM

To avoid variations in colour, design and dress material of the prescribed college uniform, it has been decided that the students must adhere to the following instructions:

- \* Dress material for the uniform including the sweater will be provided by the college at the time of admission. The H.S. 1<sup>st</sup> year & B.Com. 1<sup>st</sup> year students have to purchase two sets of dress material and one sweater and the H.S. 2<sup>nd</sup> year, B.Com. 3<sup>rd</sup> year students have to acquire a single set of dress material and a sweater during admission. The BBA/BCA 1<sup>st</sup> semester students have to purchase two sets of dress material, one sweater and a blazer during admission. The College Logo will be provided at the tailoring units.

For further details regarding uniform contact the **Uniform Committee**.

### HEALTH CENTRE

The Health Centre of the college renders free medical service through a medical practitioner to the staff and students of the college and people of the vicinity on every Wednesday between 10.00 A.M to 1.00 P.M.

### PAYPHONE

A one rupee payphone facility is available in the college.

### TRAVEL CONCESSION

Students are provided with travel concession for their journey home and back to the institution only during the vacations. Air travel concession is also allowed.

### CANTEEN

The college canteen provides refreshments for the staff and students.

### GYMNASIUM AND RECREATION HALL

The college has a Gymnasium & Recreational Hall which is kept open for the students during college hours.

### PARKING

There is an enclosure for parking vehicles separately for both the college staff and students in the area earmarked for the purpose in the campus itself.

### DRINKING WATER

Purified drinking water is available for all in the college campus.



## CO-CURRICULAR AND EXTENSION ACTIVITIES

- \* The National Cadet Corps and Assam State Bharat Scouts are national organizations which have helped in instilling in the cadets a spirit of indomitable courage, self-confidence and self-reliance, selfless community service, patriotic fervor, trust in oneself, power of thought and adjustment which are essential to make the youths disciplined and dutiful. Our college NCC unit is attached to the 01 Assam Battalion.



- \* To promote 'Gender Sensitive Quality' Education and Environment, a Women's Cell has been in existence in the college since 19<sup>th</sup> November, 2005. The main objective of the cell is to ensure the welfare of the women population (students and staff) of the college. It intends to uplift the economically and socially disadvantaged girl students of the college for which several schemes have been drawn up. The members often visit orphanages and homes for the homeless, mentally ill women and make donations either in cash or kind.

**(Note : A compulsory membership fees of Rs. 10/- is to be paid by the girl students at the time of admission).**

- \* Research & Publication activities are encouraged amongst the faculty of the college. Seminar papers and research-based articles are published in the annual research journal "Genesis". A bi-annual Campus Bulletin, "K-Cian" is also published by the college. The Literary Forum of the college provides a platform for students to express themselves through the annual journal, "Drasta".
- \* The college has carried out various activities like Free Medical Camps, Mass Literacy Programmes etc. in its adopted village Garoguli under the Rani Development Block of Kamrup District so far. Other development works like providing sanitation and drinking water facilities has been chalked out and will be implemented in a phased manner.
- \* The college through the Information and Career Guidance cell (ICGC) enlightens the students on various career options available and also provides personal counselling to them. Personality Development workshops and Entrepreneurial Awareness Camps are regularly conducted by the ICGC.

**DEPARTMENT OF ECONOMICS**



Dr. Swabera Islam, M.A.  
(HOD), Vice-Principal



Dr. Jayashree Dam Paul Choudhury  
M.A., LL.B.



Ms. Upasana Chakravarty  
M.A.

**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., PG.C.T.E.



Ms. Archana Bora  
M.A.



Mr. Samar Bhattacharyya  
M.A.

**DEPARTMENT OF ASSAMESE**



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



Ms. Swapna Smriti Mahanta  
M.A.



**DEPARTMENT OF HINDI**



Dr. Radhey Shyam Tiwari  
M.A., (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**



Ms. Namrata Bhattacharyya  
MCA



Mr. Jitumoni Bora  
MCA

**LIBRARIAN**



Mr. Prasanta Kumar Deka  
B.Sc., M.L.I.Sc.

**NON-TEACHING STAFF**

1. Mr. Prafulla Ch. Barman, UDA
2. Syed. Afzal Hussain, LDA
3. Mr. Paresh Kalita, B.A., LDA
4. Mrs. Saraju Kakati, B.A., LDA
5. Mrs. Rina Das, LDA
6. Mr. Diganta Ranjan Patgiri, M.Sc., MCSD, LDA
7. Mr. Dipak Medhi, B.Com., LDA
8. Ms. Jyotikona Choudhury, Librarian Assistant
9. Mr. Barnali Choudhury, Receptionist
10. Mr. Ratul Medhi, Grade III
11. Mr. Madan Ch. Sarma, Grade IV
12. Mr. Hemanta Ch. Deka, Grade IV
13. Mr. Hemen Deka, Grade IV
14. Mr. Hemen Barman, Grade IV
15. Mr. Girish Deka, Grade IV
16. Mr. Siba Charan Das, Grade IV
17. Mr. Ranjit Rai, Night Chowkidar

## ADMISSION SCHEDULE, 2008-2009

### A. For H.S. 2<sup>nd</sup> Year, B.Com. 2<sup>nd</sup> year and B.Com. 3<sup>rd</sup> year

- Issue of Application Forms : 1<sup>st</sup> April
- Date of Admission :
  - H.S. 2<sup>nd</sup> year : 10<sup>th</sup> April
  - B.Com. 2<sup>nd</sup> year : 11<sup>th</sup> April
  - B.Com. 3<sup>rd</sup> year : 12<sup>th</sup> April
- Routine : 18<sup>th</sup> April
- Date of commencement of classes : 21<sup>st</sup> April

### B. For H.S. 1<sup>st</sup> Year, B.Com. 1<sup>st</sup> Year and BBA/BCA 1<sup>st</sup> Semester

- Issue of Application Forms : 26<sup>th</sup> May
- Submission of Application Forms : 26<sup>th</sup> May - 2<sup>nd</sup> June
- Date of Admission :
  - H.S. 1<sup>st</sup> year : 11<sup>th</sup> June
  - B.Com. 1<sup>st</sup> year : 13<sup>th</sup> June
  - BBA/BCA 1<sup>st</sup> semester : 23<sup>rd</sup> June to 30<sup>th</sup> June
- Routine : 14<sup>th</sup> June  
(H.S. 1<sup>st</sup> year and B.Com. 1<sup>st</sup> year)
- Routine : 30<sup>th</sup> July  
(BBA / BCA 1<sup>st</sup> Semester)
- Date of commencement of classes : 16<sup>th</sup> June  
(H.S. 1<sup>st</sup> year and B.Com. 1<sup>st</sup> year)
- Date of commencement of classes : 1<sup>st</sup> August  
(BBA / BCA 1<sup>st</sup> Semester)
- Time of admission : 10.00 A.M.

### C. Casual admission : 22<sup>nd</sup> September to 30<sup>th</sup> September.

### CLASS ATTENDANCE

A student is expected to attend atleast 75% of the total lectures delivered. A student attending less than 75% of the total classes will be declared as "Discollegiate" and will not be allowed to appear in the final examination.

### NOTE :

Attendance in the classroom and college internal and test examinations are not mandatory for the **readmitted** students. However, students interested in attending regular classes and expressing willingness to appear in the internal and test examinations must seek formal permission through an application addressed to the Head of the Institution.

**OUR PRIDE**



**K.C.DAS COMMERCE COLLEGE**

**ESTD.-1983**

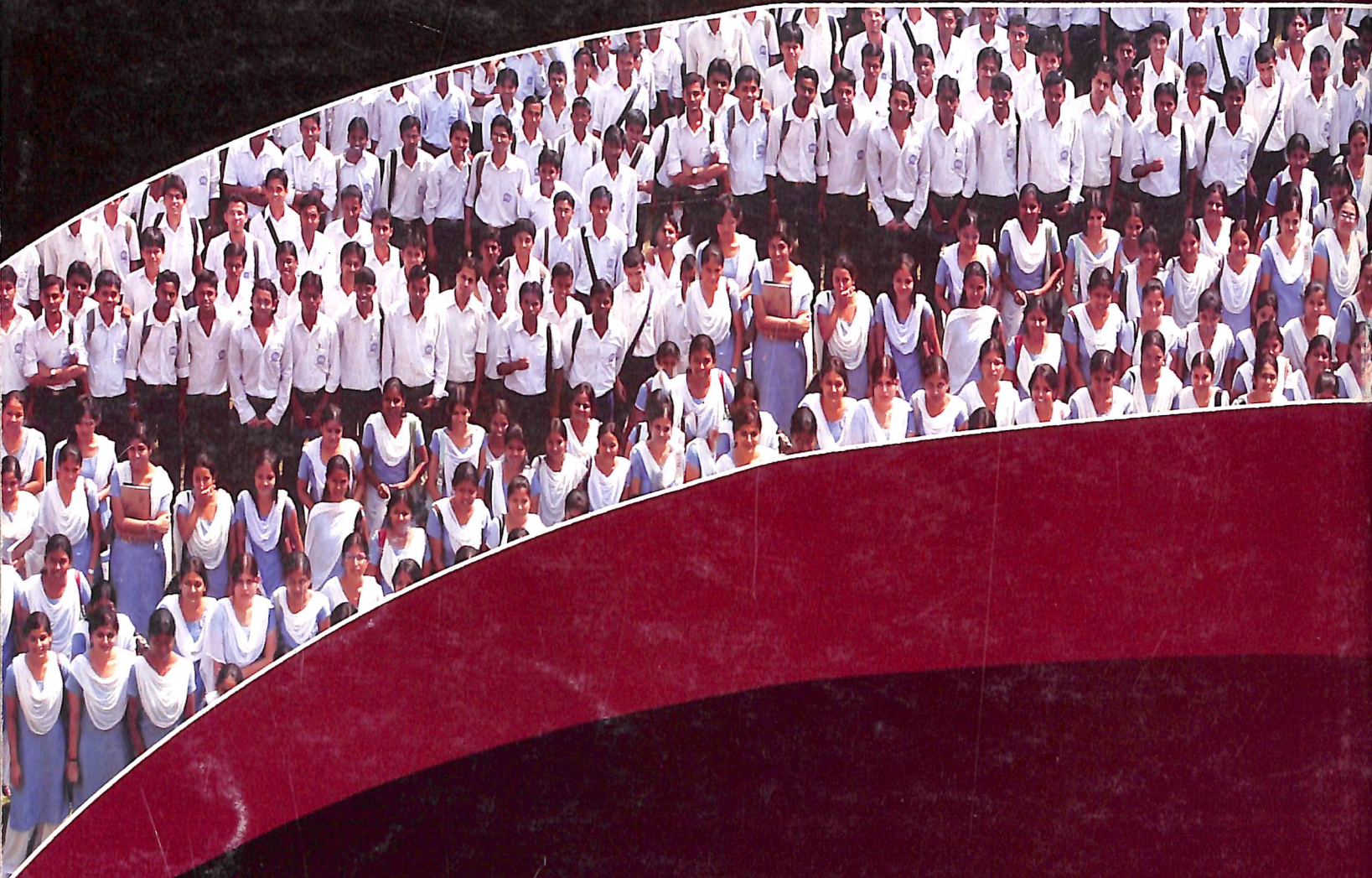


Sunaina Jain - 4th Position



Monti Agarwal - 5th Position

**Higher Secondary Final Examination 2008 (Commerce)**



## **K. C. Das Commerce College**

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

Phone : (0361) 2542514, Fax : (0361) 2606312

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