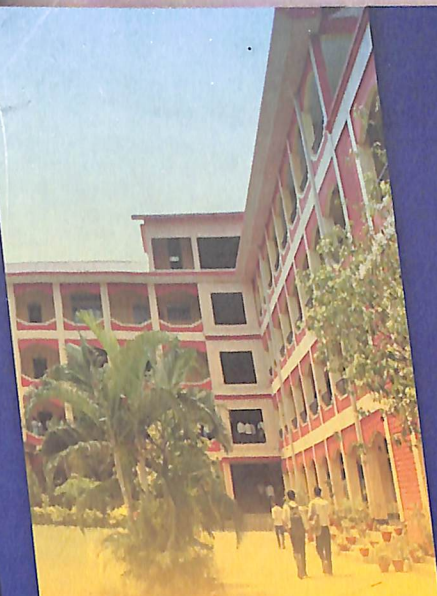


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K. C. Das

Commerce College

Prospectus

...whatever your path, let us be your first step.

11

Vision

We 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.

We intend to make our students and teachers responsible international citizens, who will cherish a global outlook throughout their lives. We hope to instill 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.

Mission

MOTTO

Wisdom is Sublime

MESSAGE

With the advent of spring, colleges around the State prepare to welcome fresh and budding flowers to its campus with the hope and expectation that the environment will help them blossom into excellent and well-groomed individuals. In this respect, we are no different.

Records in the past few years have proved that we have been able to provide students a nursery to utilize their innate talents and become not only successful but also good human beings.

The college has over the years added BBA and BCA, the first batch of which, are ready to pass out this year. We are also adding a feather in our cap with the introduction of Postgraduate Course this session. Over 2,600 students are now enrolled with us and they lend us an ambience which can be compared to a mini India. Students from Arunachal Pradesh in the extreme North-east to Rajasthan in the north and even Bhutan make up a glorious atmosphere of the college.

With so much of diversity around, it becomes important that discipline is maintained all through. The college can legitimately claim the status of the best disciplined institution in the state. We have never reported cases of unrest amongst the students. Therefore, I believe that you will help in maintaining this distinction throughout your college years.

Education, these days cannot be kept confined to textbooks alone. In K.C. Das Commerce College, it has always been our endeavour to give students newer experiences in life. From the first-ever Book Shop in a campus to the first-ever Documentary Film Festival, the college has many fists to its credit in the country. We believe to educate you with newer ideas so that experience becomes a pleasure wherein you will enjoy every bit of your stay in the college campus.

With best wishes

Dr. Hitesh Deka
Principal

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ABOUT US

Established on the 7th day of November, 1983, K.C. Das Commerce College began its humble origin in the evening shift at Sonaram H.S. & Multipurpose School, Bharalumukh, Guwahati. Later, on 30th November, 1994, the college shifted to its permanent campus at Chatribari where it is presently located.

The college was instituted with the financial assistance provided by the erstwhile 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, who was Inspector of Schools, Assam in the 1930s.

K.C. Das Commerce College (KCDCC) imparts learning to more than twenty six hundred students with an efficient and dedicated teaching staff. On October 17, 2006, the National Assessment and Accreditation Council (NAAC) accredited the college at the B+ level (78.20%). KCDCC has developed over the years and is deeply committed in its effort to establish itself as one of the foremost of institutions dedicated to commerce education in the country.



COURSES OF STUDY

HIGHER SECONDARY

(+2 STAGE IN COMMERCE)

Core subjects

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

Compulsory Elective Subjects

- Business studies
- Accountancy

Third Elective Subject and Fourth Elective Subject (any two of the following)

- Economics/Banking/Computer Science and Application/
Mathematics/Commercial Mathematics and Statistics

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

- Assamese
- Bengali
- Hindi

B.Com. Course Structure (Semester)

Duration : 3 years

No. of Semesters : 06 (Two semesters per year)

SEMESTER I

General Papers

101 – Business Mathematics / Fundamentals of Insurance

(Business Mathematics is compulsory for Major)

Core Papers

102 – Financial Accounting – I

103 – Business Organisation & Entrepreneurship Development

104 – Indian Financial System

Specialised Papers

105 – Cost Accounting (Accy.)

105 – Human Resource Management (Mgt.)

105 – Rural and Micro Finance (Fin.)

105 – Internet and World Wide Web

SEMESTER II

General Papers

201 – Communicative & Functional English I / Functional MIL I

Core Papers

202 – Financial Accounting – II

203 – Principles of Management

204 – Business Statistics

Specialised Papers

205 – Management Accounting (Accy.)

205 – Human Resource Planning & Development (Mgt.)

205 – Micro Credit Institutions (Fin.)

205 – E-Commerce

SEMESTER III

General Papers

301 – Environmental Studies

302 - Communicative & Functional English II / Functional MIL II

Core Papers

303 – Corporate Accounting

304 – Direct Taxes

305 – Corporate Law

Specialised Papers

306 – Advanced Corporate Accounting (Accy.)

306 – Industrial Relations & Labour Laws (Mgt.)

306 – Financial Institutions & Markets (Fin.)

306 – Essentials of E-Commerce

SEMESTER IV

General Paper

401 – Business Economics

Core Papers

402 – Auditing & Insurance

403 – Indirect Taxes

404 – Financial Services

Specialised Papers

405 – Advanced Financial Accounting (Accy.)

405 – Cost & Management Accounting (Mgt.)

405 – International Banking (Fin.)

405 – Web-Designing

SEMESTER V

General Paper

501 – Business Environment

Core Papers

502 – Marketing Management

503 – Financial Management

504 – Regulatory Framework of Business - I

Specialised Papers

505 – Financial Statement Analysis (Accy.)

505 – Customer Relations & Retail Trade Management (Mgt.)

505 – International Trade (Fin.)

505 – Practical [1 Credit = 2 hours of Practical]

SEMESTER VI

General Paper

601 – Information Technology in Business

Core Papers

602 – Marketing of Service

603 – Modern Banking Practices

604 – Regulatory Framework of Business - II

Specialised Paper

605 – Project Report (Common for all Major Students)

(Topics – Commerce, Economics, Business, Industry or Service Sector.)

M.Com. Course Structure (Semester)

SEMESTER I (Common to all)

- 1.1 Business Policy Analysis
- 1.2 Financial Analysis
- 1.3 Marketing Policy Analysis
- 1.4 Business Statistics
- 1.5 Financial Markets

SEMESTER II (Common to all)

- 2.6 Economic Legislations
- 2.7 Organisational Behaviour
- 2.8 Operations Research & Computer in Business

Specialisation: Group-A: Accounting & Finance

- 2.9 A: Financial Management & Control
- 2.10 A: Security Analysis & Portfolio Management

Specialisation: Group-B: Management & Marketing

- 2.9 B: Human Resource Planning & Management
- 2.10 B: Marketing Research & Consumer Behaviour

SEMESTER III (Common to all)

3.11 Research Methodology

Specialisation: Group-A: Accounting & Finance

3.12 A: International Financial Management

3.13 A: Advanced Cost & Management Accounting

Specialisation: Group-B: Management & Marketing

3.12 B: Industrial Relations & Labour Laws

3.13 B: International Marketing

Dissertation - 200 marks = 12 credits (Compulsory for all)

SEMESTER IV (Common to all)

4.14 Strategic Management

Elective Papers (4 papers to be selected – 100x4=400)

4.15 Marketing of Services

4.16 Tax Planning

4.17 Project Management

4.18 Financial Services

4.19 Supply Chain Management

4.20 Basics of Micro Finance

4.21 International Business

4.22 Entrepreneurship Management

4.23 E-Commerce

Audit Course

A student may opt for one audit (extra) paper which he/she has not opted as elective from the Elective Group. This paper shall not be counted for award of grades.

NB: Each paper carrying 100 marks is equivalent to 6 credits.

ADMISSIONS

- Admission to the college is made strictly in order of merit and is governed by the college admission rules.
- 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 disabled	2%
◆	Extra Curricular Activities	2%
◆	Freedom Fighter	2%

How to apply

- Application for admission should be made in the prescribed application form issued by the college office on payment of ₹ 200/- (inclusive of fees for Academic Calendar & Rule Book).

Eligibility

Higher Secondary (Two Year) Course

Total No. of Seats : 300

- A student who has passed the H.S.L.C. examination of SEBA or any other equivalent examination recognized by the Assam Higher Secondary Education Council (AHSEC).

B.Com. 1st Semester

Total No. of Seats: 500

- A student who has passed Pre- University/Pre-Degree/Higher Secondary Examination in Arts/Science/Commerce or any other equivalent examination.

B.Com. 1st Semester (Self-financing Course)

Total No. of Seats: 100

- A student who has passed Pre- University/Pre-Degree/Higher Secondary Examination in Arts/Science/Commerce or any other equivalent examination.

M.Com. 1st Semester

Total No. of Seats: 60

- A student who has passed the B.Com. Examination (three years course) of the Gauhati University with Major or any other University is eligible for admission into M.Com. 1st Semester class.
- M.Com. 1st Semester admission will take place immediately after the declaration of B.Com. Part-III results.
- Classes will start as per notification by the college authority.

Admission dates to various classes will be notified in the local newspapers and in the college notice board.

Migration And Eligibility Certificate

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

- For admission to the H.S. course, other Board students must pay a fee of ₹ 100/- to AHSEC to obtain Eligibility Certificate.
- For admission to the B.Com. Course, students from other Boards within Assam (other than AHSEC) must pay a fee of ₹ 960/- and students from other Boards outside Assam must pay a fee of ₹ 1,310/- to Gauhati University to obtain Eligibility Certificate.

FEES STRUCTURE FOR THE SESSION 2011- 2012

Session Fees	Amount (₹)
1. College Enrollment fees	1000.00
2. College Examination fees	200.00
3. Library fees	200.00
4. College Magazine fees	100.00
5. Students' Union fees	200.00
6. Students' Welfare fund	100.00
7. Electricity	500.00
8. Development fees	1500.00
9. Faculty Development fees	1500.00
10. Students' Counselling / Yoga / Meditation	100.00
11. Internet / V-SAT / Computer Maintenance	100.00
TOTAL (₹)	5500.00

FEES PAYABLE FOR ADMISSION INTO H.S. 1ST YEAR

	SEBA students		Other Board students	
	Boys	Girls	Boys	Girls
I. Session fees	5500.00	5500.00	5500.00	5500.00
II. Tuition fees	600.00	--	600.00	--
III. Registration fees	50.00	50.00	50.00	50.00
IV. Identity Card	100.00	100.00	100.00	100.00
V. Eligibility Certificate	--	--	100.00	100.00
VI. Council Enrollment fees	15.00	15.00	15.00	15.00
TOTAL (₹)	6265.00	5665.00	6365.00	5765.00

FEES PAYABLE FOR ADMISSION INTO H.S. 2ND YEAR

	Boys	Girls
I. Session fees	5500.00	5500.00
II. Tuition fees	600.00	--
TOTAL (₹)	6100.00	5500.00

FEES PAYABLE FOR ADMISSION INTO B.Com. 1ST SEMESTER (A.H.S.E.C.)

	Without major	With major
I. Session fees	5500.00	5500.00
II. Tuition fees	720.00	840.00
III. Registration fees (including form charge)	310.00	310.00
IV. University Enrollment fees	100.00	100.00
V. Identity Card	100.00	100.00
VI. Enrollment fees	150.00	150.00
TOTAL (₹)	6880.00	7000.00

FEES PAYABLE FOR ADMISSION INTO B.Com. 1ST SEMESTER (OTHER BOARD)

From Assam		
	Without Major	With Major
I. Session fees	5500.00	5500.00
II. Tuition fees	720.00	840.00
III. Registration fees (including form charge)	310.00	310.00
IV. Eligibility Certificate	960.00	960.00
V. University Enrollment fees	100.00	100.00
VI. Identity Card	100.00	100.00
VII. Enrollment fees	150.00	150.00
TOTAL (₹)	7840.00	7960.00

Outside Assam		
	Without major	With major
I. Session fees	5500.00	5500.00
II. Tuition fees	720.00	840.00
III. Registration fees	310.00	310.00
IV. Eligibility Certificate	1310.00	1310.00
V. University Enrollment Fees	100.00	100.00
VI. Identity Card	100.00	100.00
VII. Enrollment fees	150.00	150.00
TOTAL (₹)	8190.00	8310.00

SELF – FINANCING COURSE

B.Com. 1st Semester	Rs. 50,000.00
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Note

- The course curriculum to be followed is strictly the one prescribed by the Gauhati University.
- Payment should be made in Bank Draft in favor of Principal, K.C. Das Commerce College

FEE PAYABLE FOR ADMISSION INTO B.Com. 2nd YEAR (ANNUAL SYSTEM)

	Without major	With major
I. Session fees	5500.00	5500.00
II. Tuition fees	720.00	840.00
III. University Enrollment fees	150.00	150.00
TOTAL (₹)	6370.00	6490.00

FEE PAYABLE FOR ADMISSION INTO B.Com. 3rd YEAR (ANNUAL SYSTEM)

	Without major	With major
I. Session fees	5500.00	5500.00
II. Tuition fees	720.00	840.00
III. University Enrollment fees	150.00	150.00
TOTAL (₹)	6370.00	6490.00

FEE PAYABLE FOR ADMISSION INTO M.COM. COURSE**(For students of Gauhati University)**

I. Session fees	5500.00
II. P.G. Establishment fees	1000.00
III. Identity Card	200.00
IV. Enrollment fees	150.00
TOTAL (₹)	6850.00

Fees payable for admission into M.Com. Course**(For students other than Gauhati University)**

	Within Assam	Outside Assam
I. Session fees	5500.00	5500.00
II. P.G. Establishment fees	1000.00	1000.00
III. Identity Card	200.00	200.00
IV. Enrollment fees	150.00	150.00
V. Registration fees	310.00	310.00
VI. Eligibility Certificate	960.00	1310.00
TOTAL (₹)	8120.00	8470.00

Library

The college library is spacious with seating capacity for about 150 readers. It has a collection of over fourteen thousand books in different subjects. Latest publications are continuously added to the existing collection to equip students with a wide range of academic material. The college library provides user services through computers; it is equipped with the latest SOUL 2.0 software, besides barcoding and internet facility.

The library has access to e-resources through the “National Library and Information Services Infrastructure for Scholarly Content” funded by the Ministry of human resource Development. It also subscribes various journals of national repute and a number of prominent national and regional dailies. Current magazines and periodicals are also a part of its subscription.

The Library Book Bank facility caters to the needs of the economically under privileged students of the society.

The library opens for six hours from 10.00 a.m. to 4.00 p.m. every day.

Computer Centre

The College has a well-equipped Computer Centre. It has 26 computers with updated software and hardware. The centre is available for the students for accessing internet, practice and preparation of projects. The centre is equipped with uninterrupted power backup and fully air-conditioned laboratories.

Conference-cum-Seminar Room

A conference-cum-seminar room fully air-conditioned with LCD projection facilities is an addition to the existing infrastructure.

Classrooms

In general, the classrooms are equipped with microphone facility. The classrooms for professional courses have been upgraded with ceiling-mounted LCD projectors, roll-down screens, white boards and podium for the faculty.

SCHOLARSHIP, 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 application 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 ₹ 5,000/- (Rupees Five Thousand only) funded by Dr. Prafulla Chaudhury, son of Late Keshab Chandra Das is awarded to the Best Graduate of the college.

Sarat Chandra Das Award

A cash award of ₹ 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 Students Welfare Fund renders financial assistance to needy students towards their tuition fees. This facility can be obtained on application to the Head of the Institution accompanied by the admission receipt. The college also 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

The college provides dress material for college uniform at the time of admission. Blazer/Cardigan will be given before the start of winter.

Health Centre

The Health Centre of the college renders free medical service with the help of a medical practitioner 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 can avail travel concession for their journey homewards and back to the institution only during vacations. Air travel concession is also allowed.

Canteen

The college canteen provides refreshments for the staff and students.

Gymnasium and Recreational 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.

Book Store

There is a bookstore within the campus where the students can purchase text and other reference books. Best selling books are also available here.

Photocopier Point

The photocopier point in the library provides photocopy facility to the faculty as well as students.

ALLIED ACTIVITIES

- National Cadet Corps and Assam State Bharat Scouts
- Publication of *Genesis*, an annual research journal
- Publication of *Drasta*, an annual literary journal
- Publication of *K-Cian*, a bi-annual Campus Bulletin
- Blood Donation Camps & Yoga classes
- Publication of College Magazine
- All Assam Inter-College Music Competition, an annual activity
- College Foundation Day Lecture, an annual event
- Information and Career Guidance
- Campus recruitment

FACULTY MEMBERS AND STAFF

Principal : Dr. Hitesh Deka, M.A., Ph.D.

Vice Principal : Dr. Swabera Islam, M.A., Ph.D.

Department of Accountancy

- Dr. Prabhat Ch. Kakati (HOD), M.Com., Ph.D.
- Mr. Bijoy Kalita, M.Com.
- Dr. Bipul Ch. Kalita, M.Com., M.Phil., Ph.D.
- Md. Safiqul Haque, M.Com.
- Mr. Manoj Kr. Kedia, M.Com.

Department of Management

- Dr. Bhababhuti Sarma (HOD), M.Com., Ph.D.
- Dr. Ashima Sharma Borah, M.Com., Ph.D.
- Ms. Malamoni Dutta, M.Com., M.Phil., PGDPM
- Mr. Kukil Borah, M.Com.
- Ms. Chaitali Das, M.Com., LL.B., C.S. (Inter), M.Phil.

Department of Finance

- Mr. Naba Kr. Goswami (HOD), M.Com.
- Dr. Murali Krishna Sarma, M.Com., Ph.D.
- Ms. Runumoni Lahkar Das, M.Com., M.Phil., B.Ed., LL.B.
- Ms. Pallavi Kakati, M.Com., M.Phil.
- Mr. Dhani Kanta Kalita, M.Com., M.Phil.
- Mr. Satyajit Sarmah, M.Com., M.Phil.
- Ms. Chandraprabha Bohra, M.Com. (on lien vacancy)

Department of Economics

- Dr. Swabera Islam (HOD), M.A., Ph.D.
- Dr. Jayoshree Dam Paul Choudhury, M.A., LL.B., Ph.D.
- Ms. Upasana Chakravarty, M.A., M.Phil.
- Mr. Pradyut Guha, M.A., B.Ed. (on lien vacancy)

Department of Mathematics and Statistics

- Ms. Runjun Phookun (HOD), M.Sc.
- Ms. Jayashree Pathak, M.Sc., B.Ed.
- Mr. Santanu Bora, M.Sc.
- Ms. Menaka Sikdar, M.Sc. (on lien vacancy)

Department of English

- Ms. Prarthana Barua (HOD), M.A.
- Ms. Anjita Bora, M.A., M.Phil., PGCTE.
- Ms. Archana Bora, M.A., M.Phil.
- Mr. Samar Bhattacharyya, M.A., M.Phil.

Department of Assamese

- Dr. Dipak Barman (HOD), M.A., Ph.D.
- Dr. Swapna Smriti Mahanta, M.A., Ph.D.

Department of Hindi

- Dr. Radhey Shyam Tiwari (HOD), M.A., Ph.D.
- Ms. Purnima Singh, M.A., B.Ed.

Department of Bengali

- Ms. Shrabani Bhadra (HOD), M.A., B.Ed.
- Ms. Kalpana Dutta Dhar, M.A. (Double)

Department of Information Technology

- Mr. Jitumoni Borah, MCA., M.A. (Eco.)
- Mr. Apurba Haloi, B.Sc., DOEACC-A Level

Librarian

- Mr. Prasanta Kr. Deka, B.Sc., M.L.I.Sc.

Non-Teaching Staff

- Mr. Prafulla Ch. Barman (UDA)
- Syed. Afzal Hussain (LDA)
- Mr. Paresh Kalita, B.A. (LDA)
- Ms. Saraju Kakati, B.A. (LDA)
- Ms. Rina Das (LDA)
- Mr. Ratul Medhi (LDA)
- Ms. Barnali Choudhury (LDA)
- Mr. Kalyan Sarma, B.Sc. (LDA)
- Ms. Jyotikona Choudhury, M.L.I.Sc (Assistant Librarian)
- Mr. Hemanta Ch. Deka, **Grade IV**
- Mr. Hemen Deka, **Grade IV**
- Mr. Hemen Barman, **Grade IV**
- Mr. Girish Deka, **Grade IV**
- Mr. Siba Charan Das, **Grade IV**

ROLL OF HONORS

Higher Secondary

2008	Ms. Sunaina Jain Ms. Monti Agarwal Ms. Jayshree Sharma	4 th Position 5 th Position State Highest in Banking
2009	Ms. Venisha Jain Ms. Pooja Jain	9 th Position 10 th Position & State Highest in Banking
2010	Ms. Payal Chakraborty Mr. Nikunj Agarwal	9 th Position State Highest in Banking
2011	Ms. Nikita More Mr. Ritesh Rajgariah	2 nd Position 10 th Position

Bachelor of Commerce

2008	Ms. Gunjan Harlalka	First Class First in Management
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ADMISSION SCHEDULE : 2011-2012

For H.S.II Year, B.Com. II year and B.Com. III year

- Issue of Application Forms : 1st April 2011
- Date of Admission
 - H.S.II Year : 25th April 2011
 - B.Com. II Year : 26th April 2011
 - B.Com. III Year : 27th April 2011
- Routine : 28th April 2011
- Date of commencement of classes : 2nd May 2011

For General Course (H.S.I Yr & B.Com.1st Sem.) & Self-financing Course (B.Com.1st Sem.)

- Issue of Application Forms : 28th May-6th June 2011
- Submission of Application Forms (Last Date) : 6th June 2011
- Date of Admission

General Course

- B.Com.1st Sem. : 11th June 2011
- H.S.1st Year : 13th June 2011

Self-financing Course

- B.Com. 1st Sem. : 21st June 2011
- Time of Admission : 10.30 A.M.
- Routine : 11th July 2011
- Date of commencement of classes : 16th July 2011

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.



K. C. Das Commerce College National Achiever Award, 2010
presented to Noted Tea Industrialist, Mr. Hemendra Prasad Barooah.



K. C. Das Commerce College National Teacher Award, 2010
presented to Professor Emeritus, Dr. Amaresh Datta.



K. C. Das Commerce College

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

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Website: www.kcdccollege.com