

K. C. Das Commerce College



HS, B.Com., M.Com., BBA, PGDCA

14

Prospectus

2014-15

VISION

We want to become one of the best commerce colleges of the country with the aim to impart value-creating education so as 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

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.

— *Motto* —

Wisdom is Sublime

From the Principal's Desk

As we step into a new scholastic year, filled with hope and dreams, I take pride in welcoming our new students to the K.C. Das Commerce College family. College is the most vital part of student life as it enables the transition from childhood to maturity. Choosing where to continue your education is a major decision and I believe that KCDCC will be a choice you will never regret.

Since its inception on the 7th day of November, 1983, our college has grown, not only in size and strength, but also in levels of excellence. Over the years, it has earned an enviable reputation as a provider of quality education with high academic standards. We are focused on helping you gain the requisite knowledge and skills to build a successful career and eventually emerge as responsible, human and worthy men and women. Together, our young, qualified and enthusiastic teaching faculty and support staff will assist you to develop your potential and make the best use of the available opportunities in academics, sports, culture and other extra-curricular activities.

Dear student friends, I sincerely believe that the onus of shaping and building the nation rests on you. Start rolling your mind in that direction. Be steady in your studies. Value time and adopt a discipline focused approach in life. Learn to enjoy hard work. Remember, the future belongs to you.

I have taken over the reins of the college most recently. I understand that I have a challenging task ahead. So let us walk hand in hand, with utmost commitment and dedication and strive to achieve our vision of becoming one of the best commerce colleges in the global scenario.

With best wishes and blessings,

Dr. Homeswar Kalita



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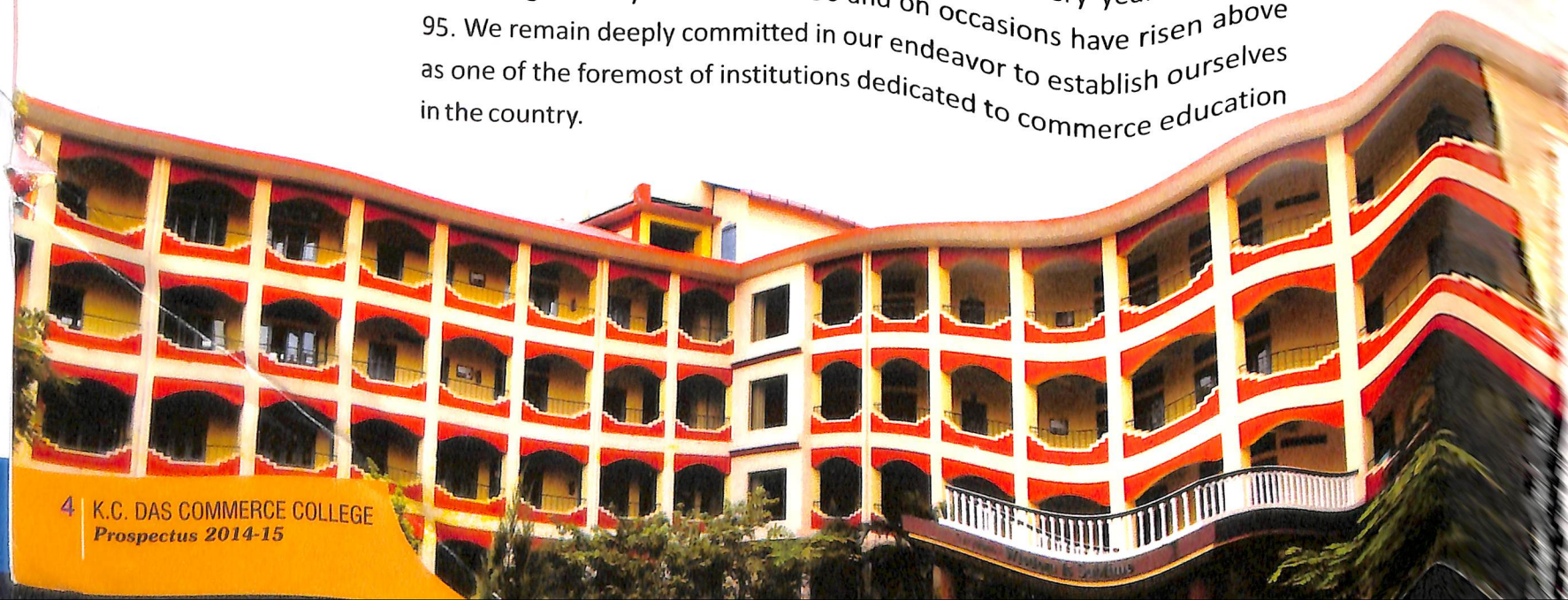
About Us

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

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.

Presently, the college has thirteen departments and imparts learning to approximately twenty eight hundred students with an efficient and dedicated teaching staff. It has an excellent ambience and an efficient administration. On October 17, 2006, the college was assessed by the National Assessment and Accreditation Council (NAAC) and was accredited B+ grade.

Our institution has traversed quite a distance and amidst ups and downs, developed over the years. The performance of our students at the Higher Secondary and Degree level has shown remarkable improvement. Since 2008, our students have occupied top positions every year. The pass percentage usually stands above 90 and on occasions have risen above 95. We remain deeply committed in our endeavor to establish ourselves as one of the foremost of institutions dedicated to commerce education in the country.



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
2012	Ms. Vinita Singhi	4 th Position
2013	Ms. Pratibha Kabra Mr. Somnath Chaterjee	3 rd Position 10 th Position
2014	Ms. Sweta Agarwal Mr. Kushal Rajgariah Ms. Reshma Jain	8 th Position 10 th Position 10 th Position

Bachelor of Commerce

2008	Ms. Gunjan Harlalka	First Class First in Management
2012	Mr. Rajesh Thakur Ms. Priyanka Jain Ms. Upama Kalita	First Class First in Management First Class Fifth in Accountancy First Class Fourth in Finance
2013	Ms. Payal Chakraborty Ms. Gulshan Khatun Ms. Priyanka Mandal	First Class Third in Management First Class Fourth in Finance First Class Fifth in Finance

Courses of Study

- **Higher Secondary (Commerce)**
Duration: Two Years
- **Bachelor in Commerce or B.Com. (Semester System)**
No. of Semesters: 06 (Two Semesters per year)
Duration: Three Years
- **Master in Commerce or M.Com. (Semester System)**
Nature of Course: Self-financing
No. of Semesters: 04 (Two Semesters per year)
Duration: Two Years
- **Post Graduate Diploma in Computer Application (PGDCA)**
(Semester System)
Nature of Course : Self-financing
No. of Semesters : 02
Duration : One Year
- **Bachelor in Business Administration or BBA (Semester System)**
Nature of Course: Self-financing
No. of Semesters: 06 (Two Semesters per year)
Duration: Three Years
- **Bachelor in Arts/Bachelor in Commerce under Institute of Distance and Open Learning (IDOL), Gauhati University**

Admissions

Procedure

- Admission into the college is made strictly in order of merit and is governed by the college admission rules.
- No application form will be accepted after the last date as notified and all incomplete application forms will stand automatically rejected.
- 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 **Rs. 300/-**.

INTAKE CAPACITY AND ELIGIBILITY CRITERIA

Higher Secondary (Two Year) Course

Total No. of Seats: 330 (300+30)

- Seats on Merit : 300
- Self-financing : 30
- 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: 600 (500+100)

- **Seats on Merit : 500**
- **Self-financing : 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 year 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. Six semester result.
- Classes will start as per notification to be issued by the college authority.

Bachelor in Business Administration (BBA)

Total No. of Seats: 40

- A student who has passed the Higher Secondary Examination in Arts, Science or Commerce of the Assam Higher secondary Education Council (AHSEC) or any Board or Council recognized by Gauhati University.
- A student who have passed the three year Diploma Course in Engineering recognized by Gauhati University and having obtained at least 50% marks.

Post Graduate Diploma in Computer Application (PGDCA)

Total No. of Seats: 40

- A student who has passed the Degree Examination from any recognised University.

Bachelor in Arts/Bachelor in Commerce (General Course) under Institute of Distance and Open Learning (IDOL), GU

B.A./B.Com. General courses with MIL (Assamese, Bodo, Nepali, Alt. English), English, Political Science, Education, Philosophy, Economics and History are offered under distance mode. The syllabus and the curriculum are similar to the regular courses of Gauhati University. Permission to hold classes is likely to be obtained in the current academic session.

For further details contact –

**Co-ordinator, IDOL Unit,
K.C. Das Commerce College**

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 Rs. 300/- 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 Rs. 1020/- and students from other Boards outside Assam must pay a fee of Rs.1,520/- to Gauhati University to obtain Eligibility Certificate.

(Fees payable for the same is subject to change from time to time.)

Fees Structure for the Session 2014- 2015

Session Fees	Amount (Rs.)
1. College Enrollment fees	1200.00
2. College Examination fees	600.00
3. Library fees	200.00
4. College Magazine fees	150.00
5. Students' Union fees	300.00
6. Students' Welfare fund	150.00
7. Electricity	600.00
8. Development fees	1500.00
9. Faculty Development fees	2000.00
10. Students' Counselling / Yoga / Meditation	100.00
11. Internet / V-SAT / Computer Maintenance	150.00
12. National Service Scheme	150.00
TOTAL	7100.00

Fees Payable for Admission into HS I Year

	SEBA		Other Board	
	Boys	Girls	Boys	Girls
I. Session fees	7100.00	7100.00	7100.00	7100.00
II. Tuition fees	600.00	--	600.00	--
III. Registration fees	100.00	100.00	100.00	100.00
IV. Identity Card	100.00	100.00	100.00	100.00
V. Eligibility Certificate	--	--	300.00	300.00
VI. Council Enrollment fees	15.00	15.00	15.00	15.00
TOTAL (Rs.)	7915.00	7315.00	8215.00	7615.00

Fees Payable by A.H.S.E.C. Students for Admission into B.Com. I Semester

	Without Major	With Major
I. Session fees	7100.00	7100.00
II. Tuition fees	720.00	840.00
III. Registration fees (including form charge)	370.00	370.00
IV. University Enrollment fees	200.00	200.00
V. Identity Card	100.00	100.00
TOTAL (Rs.)	8490.00	8610.00

Fees Payable by Other Board Students (Within Assam) for Admission into B.Com. I Semester

	Without Major	With Major
I. Session fees	7100.00	7100.00
II. Tuition fees	720.00	840.00
III. Registration fees (including form charge)	370.00	370.00
IV. Eligibility Certificate	1020.00	1020.00
V. University Enrollment fees	200.00	200.00
VI. Identity Card	100.00	100.00
TOTAL (Rs.)	9510.00	9630.00

Fees Payable by Other Board Students (Outside Assam) for Admission into B.Com. I Semester

	Without Major	With Major
I. Session fees	7100.00	7100.00
II. Tuition fees	720.00	840.00
III. Registration fees	370.00	370.00
IV. Eligibility Certificate	1520.00	1520.00
V. University Enrollment Fees	200.00	200.00
VI. Identity Card	100.00	100.00
TOTAL (Rs.)	10010.00	10130.00

Fees Payable for Admission into B.Com. III & V Semesters

	Without Major	With Major
I. Session fees	7100.00	7100.00
II. Tuition fees	720.00	840.00
TOTAL (Rs.)	7820.00	7940.00

Fees Payable for Admission into M.Com. I Semester by Students of Gauhati University

I. Session fees	7100.00
II. P.G. Establishment fees	1000.00
III. Identity Card	200.00
IV. Enrollment fees	200.00
TOTAL (Rs.)	8500.00

Fees Payable for Admission into M.Com. I Semester by Students from other than Gauhati University

	From Assam	Outside Assam
I. Session fees	7100.00	7100.00
II. P.G. Establishment fees	1000.00	1000.00
III. Identity Card	200.00	200.00
IV. Enrollment fees	200.00	200.00
V. Registration fees (including form charge)	370.00	370.00
VI. Eligibility Certificate	1020.00	1520.00
TOTAL (Rs.)	9890.00	10390.00

Note: For Second and subsequent Semesters, M.Com students have to pay the session fees only.

Fees Payable for Admission into BBA Annually

i. From Assam (AHSEC)	32,100.00
ii. Within Assam (Other Board)	33,100.00
iii. Outside Assam (Other Board)	36,100.00

(The course curriculum for BBA is the one prescribed by Gauhati University.)

Fees payable for admission into PGDCA (Half Yearly) Rs. 8000.00

Other Fees

- Casual Admission Fees for unsuccessful students is Rs. 1200/-
- Fees for issue of Duplicate Identity card is Rs. 100/-

Course Content

HIGHER SECONDARY (1+1)

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
- Economics

Optional elective subject (any one of the following)

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

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

- Assamese
- Bengali
- Hindi

BACHELOR IN COMMERCE (B.Com)

SEMESTER I

General Papers

101 – Business Mathematics (BMT) / Fundamentals of Insurance (FIN)

(Business Mathematics is compulsory for Major)

Core Papers

102 – Financial Accounting – I (FAC)

103 – Business Organisation & Entrepreneurship Development (BED)

104 – Indian Financial System (IFS)

Specialised Papers

105 – Cost Accounting (CAC)

105 – Human Resource Management (HRM)

105 – Rural and Micro Finance (RMF)

SEMESTER II

General Papers

201 – Communicative & Functional English I (CFE) / Functional MIL I

Core Papers

202 – Financial Accounting – II (FAC)

203 – Principles of Management (PMG)

204 – Business Statistics (BST)

Specialised Papers

205 – Management Accounting (MAC)

205 – Human Resource Planning & Development (HPD)

205 – Micro Credit Institutions (MCI)

SEMESTER III

General Papers

301 – Environmental Studies (ENS)

302 – Communicative & Functional English II (CFE) / Functional MIL II

Core Papers

303 – Corporate Accounting (CRA)

304 – Direct Taxes (DIT)

305 – Corporate Law (CRL)

Specialised Papers

306 – Advanced Corporate Accounting (ACA)

306 – Industrial Relations & Labour Laws (IRL)

306 – Financial Institutions & Markets (FIM)

SEMESTER IV

General Paper

401 – Business Economics (BEC)

Core Papers

402 – Auditing & Assurance (ADA)

403 – Indirect Taxes (IDT)

404 – Financial Services (FIS)

Specialised Papers

405 – Advanced Financial Accounting (AFA)

405 – Cost & Management Accounting (CMA)

405 – International Banking (ILB)

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 (FSA)

505 – Customer Relations & Retail Trade Management (CRRTM)

505 – International Trade (ILT)

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.)

MASTER IN COMMERCE (M.Com.)

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

3.12 Project Management

Specialisation: Group-A: Accounting & Finance

3.13 A: International Financial Management

3.14 A: Advanced Cost & Management Accounting

Specialisation: Group-B: Management & Marketing

3.13 B: Industrial Relations & Labour Laws

3.14 B: International Marketing

Dissertation - 100 marks = 6 credits

(Compulsory for all)

SEMESTER IV

Common to all

4.15 Strategic Management

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

4.16 Marketing of Services

4.17 Tax Planning

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.

BACHELOR IN BUSINESS ADMINISTRATION (BBA)

SEMESTER I

1. Effective English and Business Communication

2. Business Economics

3. Business Mathematics
4. Principles of Management
5. Computer Fundamentals

SEMESTER II

1. Personality and Personal Skill Development
2. Indian Economics Scenario
3. Business Statistics
4. Financial Accounting
5. Computer Applications

SEMESTER III

1. Organizational Behaviour
2. Marketing Management
3. Cost and Management Accounting
4. Production and Operations Management
5. Office Organization and management

SEMESTER IV

1. Human Resource Management
2. Marketing Research
3. Financial Management
4. Management of Services
5. Business Laws

SEMESTER V

1. Summer Project
2. Industrial Relations

3. Advertising and Sales Promotion
4. Working Capital Management
5. Consumer Behaviour and Retailing

SEMESTER VI

1. Sales and Distribution Management
2. Taxation Laws
3. Rural Marketing
4. Export Marketing
5. Entrepreneurship and Small Business Management

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

SEMESTER I

- 1.1 ICT Hardware
- 1.2 Programming in C
- 1.3 Overview of Operating System
- 1.4 Introduction to Office Automation
- 1.5 Database Management System

SEMESTER II

- 2.1 Data Structure through C language
- 2.2 Internet and Web Technology
- 2.3.1 GUI Application Programming
- 2.3.2 Computer Oriented Numerical Methods
- 2.3.3 Computers Graphics
- 2.3.4 Object Oriented Programming with C++
- 2.4 Project

Infrastructure

Library

The college library is spacious with a reading room which has a 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 has 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

The college has an educational area comprising of twenty-five classrooms which are generally equipped with microphone facility, smart boards, ceiling-mounted LCD projectors, roll-down screens and green boards.

Scholarships, Awards and Incentives

SCHOLARSHIPS

- National Scholarship (All India basis)
- State Merit Scholarship
- SC/ST Scholarship
- OBC/MOBC/Ex-Tea Garden Labour Scholarship
- Minority 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 Rs. 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 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 Students' Welfare Fund renders 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 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.

POOR STUDENTS' AID FUND

A Poor Students' Aid Fund has been created this year to render financial assistance to those who are not monetarily sound. The fund is made out of the contributions of the faculty members, the office staff and other well wishers of the college. Only those students with genuine documents can avail aid from the same.

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.

Day Care Centre

The Day Care Centre of the college renders free service for the children of Teaching and Non teaching staff of the college between 10A.M. to 4 P.M.

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.
- National Service Scheme (from the current year).
- Red Ribbon Club, Assam Aids Control Society.
- 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.
- Publication of Newsletter by Dept. Of BBA and BCA.
- All Assam Inter-College and Inter-University Music Competition, an annual activity.
- College Foundation Day Lecture, an annual event.
- Information and Career Guidance.
- K.C.D.C.C. Women's Cell.

The K.C. Das Commerce College Womens' Cell, established on 19th November, 2005 was formally inaugurated on 7th February, 2006. The Cell usually consists of the female members from the Teaching and Non-teaching staff and the student fraternity of the college. A fee of Rs. 50/- is to be paid by every girl student at the time of admission. The amount thus collected will be deposited in an audited bank account.

Faculty Members and Staff

Principal : Dr. Homeswar Kalita, M.Com.

Vice Principal : Dr. Radhey Shyam Tiwari, M.A.

Department of Accountancy

- Dr. Prabhat Ch. Kakati (HOD), M.Com.
- Dr. Bijoy Kalita, M.Com.
- Dr. Bipul Ch. Kalita, M.Com., M.Phil.
- Md. Safiqul Haque, M.Com.
- Mr. Manoj Kr. Kedia, M.Com.
- Mr. Bikash Kr. Jain, M.Com., B.Ed.
- Mr. Dhruvajyoti Sarma, M.Com.
- Ms. Rimjim Bora, M.Com.

Department of Management

- Dr. Ashima Sharma Borah (HOD), M.Com.
- Dr. Bhababhuti Sarma, M.Com.
- 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.
- Mr. Souvick Baruah, M.Com., PGDBM.
- Mr. Harjyoti Kalita, M.Com.
- Ms. Indrani Bhagowati, M.Com.

Department of Finance

- Dr. Naba Kr. Goswami (HOD), M.Com.
- Dr. Murali Krishna Sarma, M.Com.,

- Dr. Runumoni Lahkar Das, M.Com., M.Phil., B.Ed., LL.B.
- Ms. Pallavi Kakati, M.Com., M.Phil.
- Dr. Dhani Kanta Kalita, M.Com., M.Phil.
- Mr. Satyajit Sarmah, M.Com., M.Phil.
- Mr. Rohit Bhattacharjee, M.Com., M.Phil.

Department of Economics

- Dr. Jayoshree Dam Paul Choudhury (HOD), M.A., LL.B.
- Dr. Upasana Chakravarty, M.A., M.Phil.
- Md. Deluwar Hoque, M.A.
- Mr. Surajit Talukdar, M.A. (Part-time)

Department of Mathematics and Statistics

- Dr. Runjun Phookun (HOD), M.Sc.
- Ms. Jayashree Pathak, M.Sc., B.Ed.
- Mr. Santanu Bora, M.Sc., PGDCA.
- Dr. Chandana Goswami, M.Sc., M.Phil.

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.
- Dr. Swapna Smriti Mahanta, M.A.

Department of Hindi

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

Department of Bengali

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

Department of Information Technology

- Mr. Jitumoni Borah, MCA., M.A. (Eco.), M.Phil.
- Mr. Hirajyoti Sarma, M.Sc. (IT)
- Mr. Apurba Haloi, M.Sc. (IT), PGDCA.

Department of BBA

- Dr.Naba Kr. Goswami, M.Com. (Co-ordinator)
- Dr.. Chandrima Goswami, M.A. (English)
- Ms. Meghali Barua, MBA (HR & MRKT)
- Ms. Shaista Akhtar, MBA (HR & MRKT)
- Mr. Jayanta Kr. Das M.Sc. (Double), PGDCA
- Ms. Rashmi Tiwari, MBA (Finance)
- Ms. Kannaki Chaudhury, MBA (Finance & MRKT)

Guest Faculty

- Ms. Nandini Chaudhury Das, MBA (HR), LLB

Department of PGDCA and BCA

- Dr. Naba Kr. Goswami, M.Com. (Co-ordinator)
- Dr. Chandrima Goswami, M.A. (English)
- Mr. Tabiruddin Ahmed, M.Sc. (Computer Sc.)
- Ms. Jurimoni Kalita, M.Sc. (Computer Sc.)
- Mr. Tony Bayan, M.Sc. (IT)

Department of M.Com.

- Dr.Bhababhuti Sarma, M.Com. (Co-ordinator)
- Ms. Chandra Prabha Bohra, M.Com. (Gold Medalist)

- Ms. Priyanka Chakraborty, M.Com.
- Ms. Kirti Singhi, M.Com. (Part-Time)
- Ms. Saptadweepa Shandaliya, M. Com. (Part Time)

Guest Faculty

- Prof. Sujit Sikidar (GU)
- Prof. Prasanna Mazumdar (GU)

Library Staff

- Mr. Prasanta Kr. Deka, B.Sc., M.L.I.Sc.
(Librarian)
- Ms. Jyotikona Choudhury, M.L.I.Sc, M.Phil.
(Assistant Librarian)

Non-Teaching Staff

- Syed. Afzal Hussain, Senior Assistant
- Mr. Paresh Kalita, B.A., Junior Assistant
- Ms. Saraju Kakati, B.A., Junior Assistant
- Ms. Rina Das, Junior Assistant
- Mr. Ratul Medhi, Junior Assistant
- Ms. Barnali Choudhury, B.A., Junior Assistant
- Mr. Kalyan Sarma, B.Sc., Junior Assistant
- Mr. Manoj Kalita, B.A., Junior Assistant
- Mr. Phul Kr. Tamang, B.Com., Accounts Assistant
- Mr. Mrinal Das, B.Com., Junior Assistant
- 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

- Mr. Dipak Rajbanshi, Grade IV
- Mr. Ratul Deka, Grade IV
- Mr. Munindra Deka, Grade IV
- Mr. Rajesh Rajbanshi, Grade IV
- Mr. Tilok Bora, Grade IV
- Mr. Sunil Sarma, Grade IV
- Mr. Ratul Talukdar, Grade IV
- Mr. Santosh Gowala (Cleaner)
- Mr. Govinda Basfore (Cleaner)
- Mr. Sujit Basfore (Cleaner)
- Ms. Dharmeswari Deka (Cleaner)
- Mr. Binod Rai (Gardener)
- Mr. Mir Hussain (Electrician)
- Mr. Safiqul Islam (Plumber)

Code of Conduct

College Rules and Discipline

- Students are expected to maintain a high standard of discipline both within and outside the college premises.
- Use of mobile phones inside the college campus is strictly prohibited.
- Every student must bring his/her Identity Card to the college.
- Students must take proper care of the college property. Strict action will be taken against those caught damaging the same.
- Smoking and chewing of paan masala is not allowed inside the college campus. Students caught spitting in the classrooms, toilet or staircases will be severely punished. A mass penalty of Rs. 500/- will also be imposed for such acts of gross indiscipline.

Class Attendance

- Students are expected to attend at least 75% of lectures total delivered.
- Class attendance of the students will be checked from time to time and those having less than 75% attendance have to vacate their seats.

Rules regarding College Internal Examination

- There will be two compulsory Unit Tests/Sessional Examination for all classes.
- Students are required to secure at least 30% aggregate marks in the Unit Test/Sessional Examination in order to qualify for the Final Examination. Admit cards will not be issued to those who fail to obtain the desired percentage of marks.

Dress Code

- **For HS, B.Com., BBA, BCA and PGDCA**
 - White shirt, navy blue trousers for boys.
 - White salwar, navy blue and white check kameez and white dupatta for girls.
 - Maroon coloured blazer or cardigan during winter for both boys and girls.
 - Jackets, Jeans or T-shirts are not a part of the dress code.
 - Students must be in their uniform during Freshers' Social, Open Sessions and during College Week meetings and Examinations.
- **For M.Com. Students –**
 - Grey trousers, blue and white striped shirt and grey blazer during winter for boys.
 - Blue and white striped kurta, white salwar and dupatta and grey blazer during winter for girls

IMPORTANT

Parents/Guardians are requested to direct their wards to strictly abide by the Code of Conduct of the college.

Admission Schedule for the Session 2014-2015

Issue of Admission form : 4th June, 2014

Class	Last date of Issue and submission of form	Date of Admission	Date of commencement of classes
HS 1st Year	14.06.2014	19.06.2014	01.08.2014
B. Com. 1st Year	16.06.2014	25.06.2014	01.08.2014
BBA 1st Sem	18.06.2014	27.06.2014	01.08.2014

Admissions to M.Com. 1st Sem. and PGDCA 1st Sem. will take place after declaration of Degree Final Exam results.

- Time of Admission : 10.30 A.M.
- Routine : 15th July 2014

Date of commencement of classes : 1st August 2014



K C Das Commerce College National Teacher and National Achiever Award, 2013 were given to Dr. Kishori Mohan Pathak, Former Vice-Chancellor, Tezpur (Central) University and Shri Arun Sarma, Noted Playwright and Artist respectively.



K. C. Das Commerce College

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