

PROSPECTUS

2018-19



- ◆ H.S.
- ◆ B.Com.
- ◆ M.Com.
- ◆ BBA
- ◆ BCA
- ◆ PGDCA



K.C. Das Commerce College

Chatribari, Guwahati-781008



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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 situated 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 three thousand students with an efficient and dedicated teaching staff. It has an excellent ambience and an efficient administration. The internal quality assurance cell (IQAC) of the college was established on 16th June 2003. 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	4th Position
	Ms. Monti Agarwal	5th Position
	Ms. Jayashree Sharma	State Highest in Banking
2009	Ms. Venisha Jain	9th Position
	Ms. Pooja Jain	10th Position & State Highest in Banking
2010	Ms. Payal Chakraborty	9th Position
	Mr. Nikunj Agarwal	State Highest in Banking
2011	Ms. Nikita More	2nd Position
	Mr. Ritesh Rajgariah	10th Position
2012	Ms. Vinita Singhi	4th Position
2013	Ms. Pratibha Kabra	3rd Position
	Mr. Somnath Chaterjee	10th Position
2014	Ms. Sweta Agarwal	8th Position
	Mr. Kushal Rajgariah	10th Position
	Ms. Reshma Jain	10th Position
2015	Ms. Sweta Agarwal	1st Position
	Mr. Ankit Kedia	2nd Position (State Highest Marks in Business Studies)
	Mr. Ankit Patowari	3rd Position
	Ms. Shreya Agarwal	6th Position
	Mr. Abhishek Das	7th Position (State Highest Marks in Business Studies)
	Ms. Vandana Jain	9th Position
	Ms. Ishika Agarwal	10th Position
	Mr. Mridul Nath	State Highest in Bengali
2016	Ms. Anjali Gupta	7th Position
	Ms. Garima Sharma	10th Position
	Ms. Sonali Das	State Highest in Banking
2017	Mr. Prashant Goel	1st Position
	Ms. Pinkey Debnath	3rd Position
	Ms. Khusali Agarwal	5th Position
	Mr. Pravin Nagori	6th Position
	Mr. Nimisha Sharma	6th Position
	Mr. Abhishek Jain	9th Position
	Ms. Madhu Jain	9th Position
	Ms. Natasha Jain	10th Position
	Mr. Abhinav Sharma	State Highest in Banking
	Ms. Kajal Jha	State Highest in Banking
	Ms. Nikita Ghosh	State Highest in Banking
	Ms. Pinkey Debnath	State Highest in Banking

Bachelor of Commerce

2008	Ms. Gunjan Harlalka	First Class 1st in Management
2012	Mr. Rajesh Thakur	First Class 1st in Management
	Ms. Priyanka Jain	First Class 5th in Accountancy
	Ms. Upama Kalita	First Class 4th in Finance
2013	Ms. Payal Chakraborty	First Class 3rd in Management
	Ms. Gulshan Khatun	First Class 4th in Finance
	Ms. Priyanka Mandal	First Class 5th in Finance

Bachelor in Business Administration

2014	Mr. Arnab Banerjee	First Class 1st Position
2014	Farhana Naz	First Class 9th Position
2015	Farhat Parbin	First Class 5th Position
2015	Anirban Chakraborty	First Class 7th Position
2016	Puja Agarwal	First Class 1st Position

Master's of Commerce

2013	Sonali Mahanta	First Class 10th Position
2016	Purnima Newar	First Class 5th Position
	Kamaljit Bordoloi	First Class 10th Position

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 Computer Application or BCA (Semester System)
Nature of Course: Self-financing
No. of Semesters: 06 (Two Semester per year)
Duration: Three Years -
- * Institute of Distance and Open Learning (IDOL) Gauhati University.
- ◆ Bachelor in Commerce (B.Com.)
Nature of Course : Self-Financing
No of Semesters : 06 (Two Semester per Year)
Duration : Three Years
- ◆ Master in Commerce (M.Com.)
Nature of Course : Self-Financing
No of Semesters : 04 (Two Semester per Year)
Duration : Two Years

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% -
- Freedom Fighter 2%

As per Govt. O.M. No. AHE 250/2014/1, dated 05.06.2014 a maximum 5% of the seats may be earmarked as per break up given below:

- a) 2% for sports persons of sports recognized by IOA/SAI and also have represented District/State etc.
- b) 1% for wards of employees of the college
- c) 1% for NCC/Scouts/Guides
- d) 1% for the students with achievements in cultural activities.

These above mentioned seats are to be settled on the basis of merit list of students concerned in each category.

How to Apply?

Application for admission shall be made on-line in the college website: www.kcdccollege.com. by going to the "On-line Admission Form" link and making on-line payment of Rs. 300/- by clicking on the payment option. The form should be filled up and uploaded.

No printed Form shall be provided in the college. Candidates facing any difficulties in applying may contact the college office during working hours in phone no. 8474802823/9435707157

INTAKE CAPACITY AND ELIGIBILITY CRITERIA

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 : 600

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



SELF-FINANCING COURSES:

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 : 60

- 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 has passed the three year Diploma Course in Engineering recognized by Gauhati University and having obtained at least 50% marks.

Bachelor in Computer Application (BCA)

Total No. of Seats : 25

- A student who has passed the Higher Secondary Examination in Arts, Science or Commerce.

Post Graduate Diploma in Computer Application (PGDCA)

Total No. of Seats : 40

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

Institute of Distance and Open Learning (IDOL). G.U.

1. Bachelor in Commerce (General Course) or B.Com (Semester System)
2. Master in Commerce or M.Com. (Semester System)
3. Post Graduate Diploma Programmes

For further details contact—

Dr. Runumoni Lahkar Das
Co-ordinator, IDOL Unit,
K.C. Das Commerce College
Mobile No : 7002267787

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 outside Assam must pay a fee of Rs. 1670/- 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 2018-2019

Session Fees	Amount (Rs.)
1. College Enrollment fees	1500.00
2. College Examination fees	800.00
3. Library fees	200.00
4. College Magazine fees	150.00
5. Students' Union fees	600.00
6. Student's Welfare Fund	150.00
7. Electricity	700.00
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 8000.00

Fees Payable for Admission into HS 1st Year

	SEBA		Other Board	
	Boys	Girls	Boys	Girls
i. Session fees	8000.00	8000.00	8000.00	8000.00
ii. Tuition fees	600.00	-	600.00	-
iii. Registration fees	150.00	150.00	150.00	150.00
iv. Identity card	100.00	100.00	100.00	100.00
v. Eligibility Certificate	-	-	300.00	300.00
vi. Council Enrollment fees	50.00	50.00	50.00	50.00
TOTAL (Rs.)	8900.00	8300.00	9200.00	8600.00

Fees Payable for Admission into HS 2nd Year

	Boys	Girls
i. Session fees	8000.00	8000.00
ii. Tuition fees	600.00	-
iii. Form, Prospectus, Academic Calendar, Rule Book etc.	300.00	300.00
TOTAL (Rs.)	8900.00	8300.00



Fees Payable by A.H.S.E.C. and other Boards Students (within Assam) for Admission into B.Com. I Semester

	Without Major	With Major
I. Session fees	8000.00	8000.00
II. Tuition fees	720.00	840.00
III. Registration fees	390.00	390.00
IV University Enrollment fees	220.00	220.00
V. Identity Card	100.00	100.00
TOTAL (Rs.)	9430.00	9550.00

Fees Payable by other State Board Students for Admission into B.Com. I Semester

	Without Major	With Major
I. Session fees	8000.00	8000.00
II. Tuition fees	720.00	840.00
III. Registration fees	390.00	390.00
IV. Eligibility Certificate	1670.00	1670.00
V University Enrollment fees	220.00	220.00
VI. Identity Card	100.00	100.00
TOTAL (Rs.)	11100.00	11220.00

Note : Renewal admission fees of Rs 500/- will have to pay in the 2nd, 4th and 6th Semester admission. Major students of 6th semester will have to pay an additional amount of Rs. 200/- for Project Report Evaluation and Viva at the time of renewal admission.

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

	Without Major	With Major
I. Session fees	8000.00	8000.00
II. Tuition fees	720.00	840.00
III. University Enrollment fees	220.00	220.00
IV. Form, Prospectus, Academic Calendar, Rule Book etc.	300.00	300.00
TOTAL(Rs.)	9240.00	9360.00

Fees Payable for Admission into M.Com. I Semester (For the Students passed B.Com. under Gauhati University)

I. Session fees	8000.00
II. P.G. Establishment fees	1800.00
III. Identity Card	200.00
IV. Enrollment fees	220.00
TOTAL(Rs.)	10220.00

**Fees Payable for Admission into M.Com. I Semester
(For the Students passed B.Com. from other than Gauhati University)**

	From Assam	Outside Assam
I. Session fees	8000.00	8000.00
II. P.G. Establishment fees	1800.00	1800.00
III. Identity Card	200.00	200.00
IV. Enrollment fees	220.00	220.00
V. Registration fees	390.00	390.00
VI. Eligibility Certificate	1110.00	1670.00
TOTAL (Rs.)	11720.00	12280.00

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

**Fees Payable for Admission into
BBA/BCA Annually**

	From Assam	Outside Assam
I. Session fees	8000.00	8000.00
II. Establishment fees	24160.00	24160.00
III. Eligibility fees	—	8260.00
IV. Registration fees	390.00	390.00
V. Identity Card	200.00	200.00
VI. Enrollment fees	220.00	220.00
Total (Rs.)	32970.00	41230.00

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

**Fees Payable for Admission into
PGDCA (Half Yearly) Rs. 8,000.00**

Other Fees

Casual Admission fees for unsuccessful students is Rs. 1200/-

Fees for issue of Duplicate Identity card is Rs. 150/-



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

Optional Elective Subject (any two of the following)

1. Economics
2. Banking
3. Computer Science and Application
4. Commercial Mathematics and Statistics
5. Mathematics

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

- Assamese
- Bengali
- Hindi

Note for H.S. 1st Year Students

English : Questions will be set for 90 marks by the council out of a total of 100 marks and the rest 10 marks allotted for conversation skills (Reading + Speaking) will be assessed by the institution concerned.

Environmental Education :

Question will be set for 40 marks (Theory) by the council out of a total 50 marks and remaining 10 marks allotted for project works will be internally assessed by the Institution itself.

BACHELOR IN COMMERCE (B.Com)

Semester I

General Paper

101— Business Mathematics (BMT)/Fundamentals of Insurance (FIN)
(Business Mathematics is compulsory for Major)

Core Papers

102— Financial Accounting- I (FAC-I)

103— Business Organization & Entrepreneurship Development (BED)

104— Indian Financial System (IFS)

Specialised Papers

- 105— Cost Accounting (CAC) (Accountancy Major)
- 105— Human Resource Management (HRM) (Management Major)
- 105— Rural and Micro Finance (RMF) (Finance Major)

SEMESTER II

General Paper

- 201— Communicative & Functional English I (CFE)/Functional MIL I

Core Papers

- 202— Financial Accounting-II (FAC-II)
- 203— Principles of Management (PMG)
- 204— Business Statistics (BST)

Specialised Papers

- 205— Management Accounting (MAC) (Accountancy Major)
- 205— Human Resource Planning & Development (HPD) (Management Major)
- 205— Micro Credit Institutions (MCI) (Finance Major)

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) (Accountancy Major)
- 306— Industrial Relations & Labour Laws (IRL) (Management Major)
- 306— Financial Institutions & Markets (FIM) (Finance Major)

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) (Accountancy Major)
- 405— Cost & Management Accounting (CMA) (Management Major)
- 405— International Banking (ILB) (Finance Major)



SEMESTER V

General Paper

501— Business Environment (BEN)

Core Papers

502— Marketing Management (MMN)

503— Financial Management (FMN)

504— Regulatory Framework of Business-I (RFB)

Specilised Papers

505— Financial Statement Analysis (FSA) (Accountancy Major)

505— Customer Relations & Retail Trade Management (CRM) (Management Major)

505— International Trade (ILT) (Finance Major)

SEMESTER VI

General Paper

601— Information Technology in Business (ITB)

Core Papers

602— Marketing of Service (MOS)

603— Modern Banking Practices (MBP)

604— Regulatory Framework of Business-II (RFB-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 (BPA)

1.2 Financial Reporting & Analysis (FRA)

1.3 Marketing Policy Analysis (MPA)

1.4 Business Statistics (BST)

1.5 Financial Markets & Institutions (FMI)

SEMESTER II

Common to all

2.6 Economic Legislations (EL)

2.7 Organisation Behaviour (OB)

2.8 Operations Research & Computer in Business (ORCB)

2.9 A: Advanced Financial Management (AFM)

OR

2.9B: Strategic Human Resource Management (SHRM)

2.10A: Security Analysis and Portfolio Management (SAPM)

OR

2.10B: Marketing Research & Consumer Behaviour (MRCB)

SEMESTER III

Common to all

3.11 Research Methodology (RM)

3.12 Project Management (PM)

3.13A: International Financial Management (IFM)

OR

3.13B: Industrial Relations and Labour Laws (IRLL)

3.14A: Advanced Cost and Management Accounting (ACMA)

OR

3.14B: International Marketing (IM)

Dissertation- 100 marks = 6 credits

(Compulsory for all)

SEMESTER IV

Students may opt for any five papers

4.16 Strategic Management (SM)

4.17 Entrepreneurship Management (EM)

4.18 Tax Planning (TP)

4.19 Management of Financial Services (MFS)

4.20 Strategic Service Marketing (SSM)

4.21 Micro Finance (MF)

4.22 International Business (IB)

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. Organization 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

BACHELOR IN COMPUTER APPLICATION (BCA)

SEMESTER I

- 1.1 Computer Fundamental & ICT Hardware
- 1.2 Communicative English.
- 1.3 Introduction to C Programming
- 1.4 Mathematics-I
- 1.5 Laboratory (1.1, 1.3)

SEMESTER II

- 2.1 Data Structure and Algorithm
- 2.2 Computer Based Accounting and Financial Management.
- 2.3 Digital Logic Fundamentals
- 2.4 Mathematics-II
- 2.5 Laboratory (2.1, 2.2)
- 2.6 Environmental Studies

SEMESTER III

- 3.1 Software Engineering
- 3.2 Computer Organization and Architecture.
- 3.3 Database Management System.
- 3.4 Object Oriented Programming in C++
- 3.5 Laboratory (3.3, 3.4)

SEMESTER IV

- 4.1 Operating Systems
- 4.2 Web Technology
- 4.3 Java Programming
- 4.4 Minor Project
- 4.5 Laboratory (4.1, 4.2, 4.3)

SEMESTER V

- 5.1 System Administration using Linux
- 5.2 Computer Networks
- 5.3 Open Source Software
- 5.4 Elective
- 5.5 Laboratory (5.1, 5.3)

ELECTIVE 5.4

- (A) Microprocessor and Assembly Language Programming
- (B) Automate Theory and Language
- (C) Computer Oriented Numerical Methods and Statistical Techniques
- (D) Animation



SEMESTER VI

- 6.1 Elective— 6.1
- 6.2 Elective— 6.2
- 6.3 Project Work

ELECTIVE— 6.1

- A. Programming in C#
- B. Data Mining & Warehousing
- C. Optimization Techniques
- D. Object Oriented Analysis and Design

ELECTIVE— 6.2

- A. Mobile Application
- B. Cyber Law
- C. Distributed Systems

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 Elective Papers (any one)
 - a. GUI Application Programming
 - b. Computer Oriented Numerical Methods
 - c. Computer Graphics
 - d. 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 twenty 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 underprivileged 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. 5,000/- (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.

Basanta Kr. Das and Basanti Devi Awards

A cash award of Rs. 10,000/- (Rupees Ten Thousand only) funded by Basanta Kumar Das & Basanti Devi Charitable Trust is given as scholarship to —

- (a) Two students from H.S. 1st year (one boy, one girl student) and
- (b) Two students from B.Com. 1st year (one boy, one girl student).

The modality of selection shall be —

- (i) The most meritorious from among the financially weak background.
- (ii) Single parent will be an added criteria for selection.

The award will continue for two years in H.S. and three years in B.Com. subject to the awardees maintaining meritorious results, the benchmark for which shall be mutually finalised. The award may be discontinued to a particular awardee on disciplinary ground.

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. 100000/- (Rupees one lakh 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.

FACILITIES OFFERED

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 10 A.M. to 4 P.M.

Travel Concession : Students can avail travel concession for their journey home-wards 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 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.

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
- ◆ 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.
- ◆ Wall magazine by Dept of M.Com.
- ◆ All Assam Inter-College and Inter-University Music Competition, an annual activity.
- ◆ College Foundation Day Lecture, an annual event.
- ◆ Information and Career Guidance.

Womens' cell

The K.C. Das Commerce College Womens' Cell, established on 19th November, 2005 was formally inaugurated by Prof. Archana Sharma, Director, Womens' Studies Research Centre, Gauhati University on 7th February, 2006. The Cell usually consists of the female members from the Teaching and Non-Teaching staff and the students fraternity of the college.



FACULTY MEMBERS AND STAFF

- Principal** – Dr. Radhey Shyam Tiwari (i/c), M.A., Ph. D.
Vice Principal – Dr. Radhey Shyam Tiwari, M.A., Ph. D.

Department of Accountancy

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

Department Management

- Dr. Bhababhuti Sarma (HOD) M. Com., Ph. D.
Dr. Ashima Sharma Borah, M. Com., Ph. D.
Dr. Malamoni Dutta, M. Com., M. Phil, Ph. D., PGDPM,
Dr. Kukil Borah, M. Com., M. Phil., Ph. D.
Ms. Chaitali Das Talukdar, M. Com., LL.B., C.S. (Inter), M. Phil.
Mr. Souvick Baruah, M. Com., PGDBM.
Mr. Harjyoti Kalita, M. Com., B.Ed.
Ms. Indrani Bhagowati, M. Com., DAHM.

Department of Finance

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

Department of Economics

- Dr. Jayoshree Dam Paul Choudhury (HOD) M.A., L.L. B., Ph. D.
Dr. Upasana Chakravarty, M.A., M. Phil, Ph. D.
Dr. Ananta Pegu, M.A., LL.B., Ph. D.
Dr. Deluwar Hoque, M.A., Ph. D.

Department of Mathematics and Statistics

Dr. Runjun Phookun (HOD), M. Sc., Ph. D.
Ms. Jayashree Pathak, M. Sc., B. Ed.
Mr. Santanu Kr. Borah, M. Sc., PGDCA
Dr. Chandana Goswami, M.Sc., M. Phil., Ph. D.

Department of English

Dr. Prarthana Barua (HOD), M.A., Ph. D.
Ms. Anjita Bora, M.A., M. Phil, PGCTE
Ms. Archana Bora, M.A., M. Phil
Mr. Sankarjyoti Choudhury, M.A.

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. (Vice Principal)
Ms. Purnima Singh, M.A., B. Ed.

Department of Bengali

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

Department of Information Technology

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

Department of BBA

Dr. Bijoy Kalita (Co – ordinator)
Dr. Jayanta Kr. Das, M.Sc. (Double), PGDCA
Ms. Rashmi Tiwari, MBA (Finance), M. Com.
Ms. Kannaki Choudhury, MBA (Finance & MRKT)
Ms. Marami Moni Choudhury, MBA (HRM & MRKT)
Ms. Jayshree Talukdar, M.Com.



Department of BCA

Dr. Bijoy Kalita (Co-ordinator)
Mr. Tabiruddin Ahmed, M. Sc. (Computer Sc.)
Ms. Jurimoni Kalita, M. Sc. (Computer Sc.)
Mr. Tony Bayan, M. Sc. (IT)
Ms. Sudipta Karmakar, M.A. (English)

Department of M. Com.

Dr. Ashima Sharma Borah (Co-ordinator)
Dr. Chandra Prabha Bohra, M. Com, (Gold Medalist) PGDBFM, Ph. D.
Ms. Gargi Sarma, M. Com., M.Phil.
Mr. Kuldip Sarma, M. Com.
Mr. Deepjyoti Das, M. Com.

Library Staff

Dr. Prasanta Kr. Deka, B.Sc. M.L.I. Sc., Ph. D. (Librarian)
Mr. Tilok Borah, (Library Bearer)

Non-Teaching Staff

Mr. Paresh Kalita, B.A. Senior Assistant
Ms. Saraju Kakati, B.A. Junior Assistant
Ms. Rina Das, Junior Assistant
Mr. Ratul Medhi, Library Bearer
Ms. Barnali Choudhury, B.A. Junior Assistant
Mr. Phul Kr. Tamang, B. Com., Accounts Assistant
Mr. Hemanta Ch. Deka, Grade – IV
Mr. Hemen Deka, Grade – IV
Ms. Momi Devi, Grade – IV
Mr. Hemen Barman, Grade – IV
Mr. Girish Deka, Grade – IV
Mr. Siba Charan Das, Grade – IV
Mr. Dipak Rajbongshi, Grade – IV
Mr. Ratul Deka, Grade – IV
Mr. Manindra Deka, Grade – IV
Mr. Rajesh Rajbongshi, Grade – IV
Mr. Sunil Sarma, Grade IV
Syed Ali (Cleaner)
Raja Basfore (Cleaner)
Krishna Rao (Cleaner)
Ms. Dharmeswari Deka (Cleaner)
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 must attend 75% of total lectures delivered failing which they will not be allowed to fill up the forms and appear in the final examination.

Rules regarding College Internal Examination

- There will be one compulsory Test Examination for H.S. and Sessional Examination for B.Com. classes.
- Students are required to secure at least 30% aggregate marks in the Test Examination/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.



GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
ASSAM SECRETARIAT(C) DISPUR, GUWAHATI-6
No. AHE489/2013/Pt./174 Dated Dispur, the 23rd May, 2017

OFFICE MEMORANDUM

Sub: Scheme for Waiver of Admission Fee for Students taking Admission in H.S. First Year, Degree First Year and M.A./M.Sc/M.Com. Previous/ 1st Semester Year 2017-18.

Hon'ble Finance Minister, Assam while presenting the Annual Budget for the Financial Year 2017-18 in the august Assam Assembly announced (at para 108.2) that we have already implemented the decision to waive fees including admission and tuition fees for the 1st Year College Students belonging to economically backward families whose parent's annual income is less than Rs. 1.00 Lakh. The Government reimbursed such fees to the tune of Rs. 43 Crores to the Colleges during the year 2016-17 benefitting 1,38,085 College students. This shall encourage more students to pursue higher studies in the future and reduce dropout rates after higher secondary. This year, this scheme will be extended for the poor students taking admission in the previous year of M.A., M.Sc., M.Com. He proposed to allocate Rs. 50 Crores in the budget to continue this important initiative.

1. Aim : The aim of the scheme is to provide access to the poor students of the State and to help them achieve the benefits of Higher Education.

2. Scope and Applicability : The Scheme will be applicable to the students seeking admission into 1st Year H.S./ B.A./ B.Sc./ B.Com. and Previous Year/1st Semester of M.A./ M.Sc./ M.Com. students taking admission in any self-financing course are not eligible under this scheme. In case of H.S. and B.A./ B.Sc./ B.Com. course, those students whose fees were waived last year will also be eligible to avail the scheme for the second year admission. For M.A./ M.Sc./ M.Com. the benefit of the scheme is applicable for Previous Year/1st Semester admission only (for the current academic year) and the scheme will not cover those who are being admitted into second year M.A./ M.Sc./ M.Com. this session.

3. Institutes incorporated under the scheme :

- i. All Provincialized and Govt. Colleges
- ii. Gauhati University, Guwahati
- iii. Dibrugarh University, Dibrugarh
- iv. Bodoland University, Kokrajhar
- v. Cotton State University, Guwahati
- vi. Kumar Bhaskar Varma Sanskrit & Ancient Studies University, Nalbari.
- vii. Women's University, Jorhat.

This scheme will not cover Private Colleges, Private Universities and Central Universities situated in Assam. The Scheme will be applicable to students pursuing higher education in Colleges and Universities of Assam in the categories stated above.

4. Applicability

Category of students eligible under the Scheme.

1. Students whose parental annual income is less than Rs. 1.00 Lakh from all sources will be eligible to avail this scheme.
2. If either of the parent (mother or father) of the student is working in the State Govt. / Central Govt./ Semi Govt. / State or Central Govt. Undertakings, such students shall not be eligible under this scheme.

5. Proof of Income / Documents required :

- i) An Income Certificate from the Local Revenue Circle Officer/Mauzadar.
- ii) A declaration from the students that neither of the parent (father or mother) of the student is an employee of State/Central Govt. Department or its undertaking. Such form shall be devised by the concerned Registrars/Principals. If such a declaration is found to be false, the admission shall be cancelled and fee shall be realized from such students.

6. Powers of Admission Committee :

The Admission Committees of the concerned College and Universities shall have the power to enquire into the income of the family in case of doubt in regard to students and if the committee is of the view that the income of the parent exceeds Rs. 1.00 Lakh, the committee may recommend cancellation of admission not with standing documents submitted by the student. Such enquiry may commence suo moto by the institute or on a complaint received against any student availing benefit under this scheme. The category of institutes coming under the purview of the Scheme shall constitute such committees comprising of senior teachers.

7. Fee to be waived under the scheme during 1 Year and 2 Year Admission.

Year	Category of Admission	Nature of Fees to be Waived
1st Year / New Admission	Higher Secondary 1st year B.A./ B.Sc. / B. Com. 1st year Session Starting from 1st July 2017	All Fees that a college or University from students in Normal course rate not to exceed than the fee realized last year, 2016-17 session.
2nd Year	For those admitted with no fee during the Session 2016-17	Colleges will realize only on Magazine fees. Games & Sports fees and College week fees. All other fee will be exempted in the Second year. This benefit will accrue to those students who have been admitted under this scheme last year i.e. 2016-17 session.
M.A./ M.Sc./ M. Com.	1st year admission in the Session 2017-18	All fee realized by Universities against admission in the 1st (Previous/ Semester) year during admission. For students studying in 3rd Semester, (second year) this scheme will not be applicable.



8. Duties and Responsibilities of Students availing the Scheme :

Students seeking admission into 1st year will plant a sapling at his/her college or at his/her home and shall give photograph of the same to the college. The students has to nurse the sapling and while seeking admission into second year shall give photograph of the same tree that was planted during previous year. A scrutiny committee shall be constituted comprising teachers from Biology background who shall examine the photographs and will assess the genuineness of the photographs and growth of the plant. If the College does not have science stream, teachers from nearby colleges will be deputed for such purpose by the Director of Higher Education. Only on receipt of recommendation from the committee, the student can avail 2nd year fee waiver. This will be effective from the session 2018 (applicable to those who benefited under the scheme during 2017 session) students availing the second year fee waiver benefit during the current year will also plant a tree and will nourish it and submit photograph of the same while availing fee waiver benefit subsequently.

9. Responsibility of College and Universities :

All colleges and Universities will be required to upload the names of students admitted availing fee waiver benefit. This should be done from the Academic Year 2016-17 (Last Year)

10. Marking at the reverse of Mark Sheet of candidate given free admission :

The colleges giving free admission under this scheme shall give one endorsement at the reverse of relevant mark sheet of the student so that the student does not seek free admission in multiple colleges.

The colleges and Universities will devise Rubber Seal and use the seal at the reverse of mark sheets of the beneficiary students.

The colleges and Universities after the admissions are over will submit the demand towards the amount of fee waived to the poor students to the Director of Higher Education in such format as may be prescribed within 45 days.

The Director shall submit proposal for sanction to the Govt. on the basis of the proposal submitted by the College and Universities after due verification within 30 days.

The Colleges and Universities will send the requirement for reimbursement of fund in prescribed proforma together with names of students availing the benefit under the scheme within 45 days of admissions so that the Director can move Govt. for release of fund to institutes.

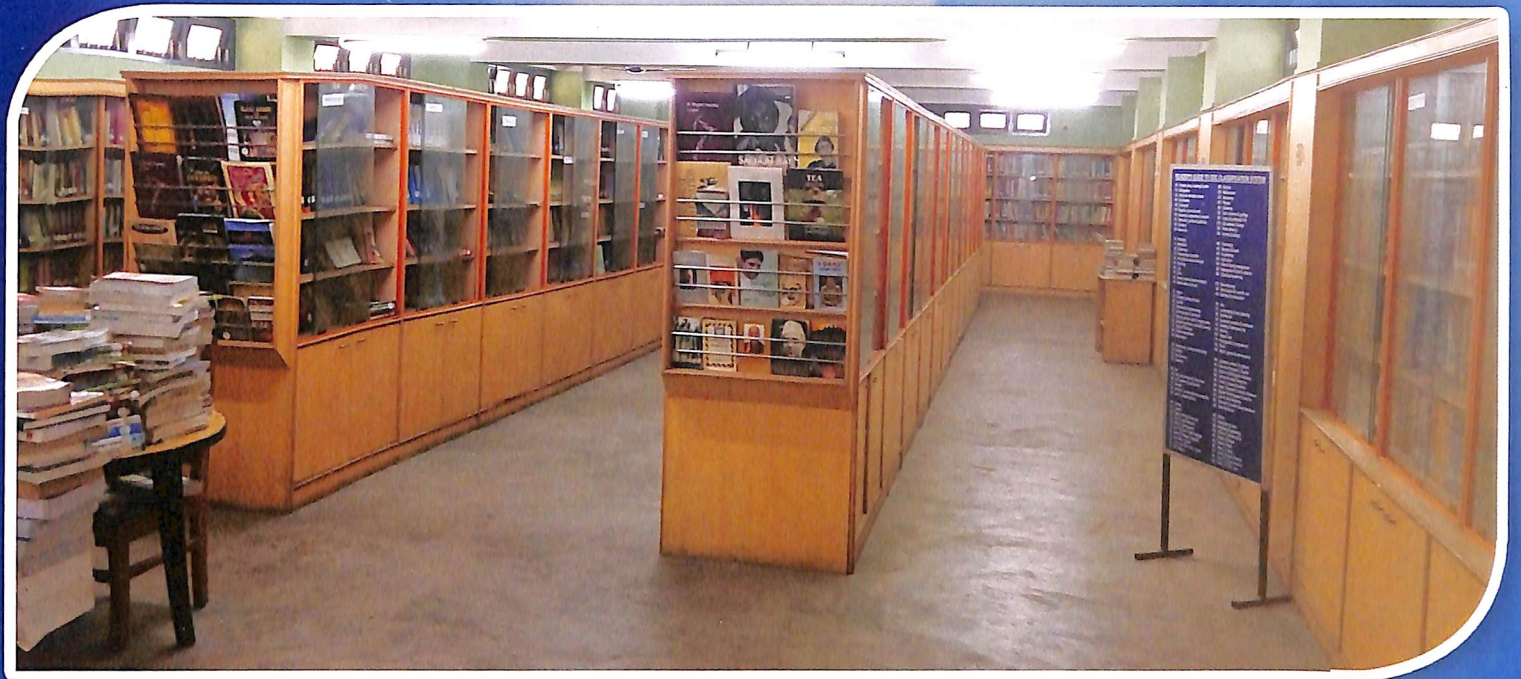
Sd/-
(Ajay Tewari, IAS)
Principal Secretary to the
Govt. of Assam
Higher Education Department.

Admission Schedule for the Session 2018-19

The admission details for the following classes are as follows:

Class	Last date of online submission of form	Date of Admission (from 10.00 am)	Date of Commencement of classes
HS 1st Year	10.06.2018	15.06.2018	25.06.2018
B.Com 1st Semester	14.06.2018	19.06.2018	25.06.2018
BBA 1st Semester (Self Financing Course)	20.06.2018	23.06.2018	01.08.2018
BCA 1st Semester (Self Financing Course)	20.06.2018	23.06.2018	01.08.2018
M.Com/PGDCA 1st Semester (Self Financing Course)	Admission notice will be given after declaration of B.A./ B.Sc./ B.Com. Final Examination result.		

- Application for admission shall be made online from the college website www.kcdccollege.com by clicking on the "Online Admission Form" link and making online payment of Rs. 300/- by clicking on the payment option provided.
- Online admission forms shall be made available from 2nd June, 2018. No printed forms shall be provided in the College Office. Candidates facing any difficulty may contact the college office during working hours in phone no. 8474802823 & 9435707157
- Admission of Extra-Curricular Activities (i.e. for Sports, NCC, Scouts, Cultural) will be held on 27-06-2018 at 11 A.M.





K.C. Das Commerce College

Chatribari, P.O. : Rehabari, Guwahati- 781008, Assam

Phone: 9435707157

website : www.kcdcollege.com, e-mail : kcdcollege@gmail.com