

কেশৱ চন্দ্ৰ দাস বাণিজ্য মহাবিদ্যালয়
K. C. DAS COMMERCE COLLEGE

CHATRIBARI, P. O. : REHABARI
GUWAHATI - 781008



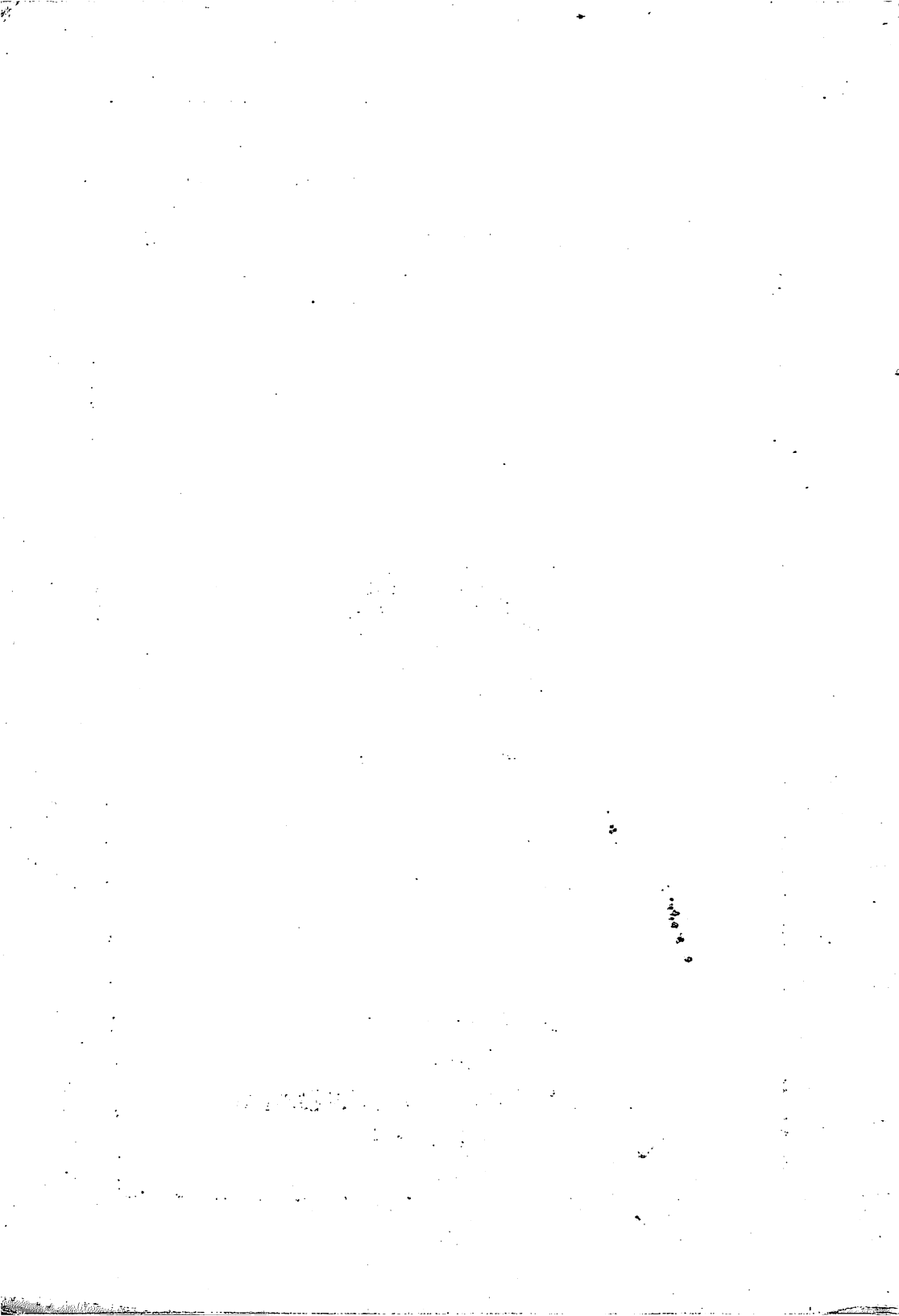
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PROSPECTUS
AND
ACADEMIC CALENDAR
2001-2002



01. INTRODUCTION :

K. C. Das Commerce College, one of the premier institutions imparting commerce education was established on the 7th day of November, 1983. The college has been named in the cherished memory of Late Keshab Chandra Das, an educationist of repute who was Inspector of Schools, Assam. Initially the college started in the evening shift with one hundred and seven students in the premises of Sonaram H. S. and M. P. School, Bharalumukh, Guwahati. On 30th November, 1994 the college shifted to its permanent site at Chatribari (Near the Guwahati Gosala), Guwahati-781008.

The college is under deficit-grants-in-aid system since 1998. At present it is imparting education to more than eighteen hundred students with an efficient and dedicated teaching staff. More than nine hundred students enrolled annually and are receiving education upto degree major standard.

02. ADMISSION REQUIREMENT :

(A) For Higher Secondary (Two year) course :

To be eligible for admission into first year class of Higher Secondary Courses of commerce a student has to pass H.S.L.C. Examination of SEBA or any other equivalent examination recognised by the Assam Higher Secondary Education Council (AHSEC).

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

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

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

Or

- (ii) P.U./P.D./H.S. Examination in Arts with Book Keeping and Accountancy (BKA) and Business Organisation and Commercial Practice (BOCP)

Or

- (iii) PU./P.D./H.S. Examination in Science and Arts provided BKA and BOCP papers are cleared in the First Year and Final Year H. S. Examination of the AHSEC before appearing the B.Com. Part-I Examination.

03. MIGRATION AND ELIGIBILITY CERTIFICATE :

Students from Boards or University other than the SEBA, AHSEC and Gauhati University shall have to produce Migration Certificate at the time of admission. They must also obtain Eligibility Certificate from the AHSEC and G. U. for admission by paying a fee of Rs. 100/- and Rs.150/- respectively.

04. ADMISSION PROCEDURES :

Application for admission into the college should be made in the prescribed application form issued by the college office on payment of Rs. 25/-.

Admission to the H. S. Course is held after the announcement of H. S. L. C. Examination result and to the B. Com. Course after H. S. Final Examination result.

The dates of admission to various classes are notified in local newspaper and the College Notice Board.

Admission to the college is made strictly in order of merit and is governed by college admission rules. There is reservation for SC, ST, OBC/MOBC, physically handicapped students and for students having extra curricular activities as follows :

SC— 7%

ST (Hills)— 5%

ST (Plains)— 10%

OBC/MOBC— 15%

Physically Handicapped—2%

Extra curricular activities—2%

All admission made to the college are provisional and subject to the approval of the AHSEC/GU. The college is not responsible if the AHSEC/GU does not approve admission of any

student on ground of lack of Migration Certificate/Eligibility Certificate or for furnishing wrong or false documents and statements. Students shall have to produce original Marksheet, Certificates etc. at the time of admission. Attested copies of the same are to be attached with the application forms.

05. SUBJECT OFFERED :

(A) IN TWO YEAR H. S. COURSE (SIX PAPERS OF 100 MARKS EACH)

COMPULSORY SUBJECTS

- i. English
- ii. M.I.L. (Assamese, Bengali, Hindi)/ Alternative English.
- iii. Book-Keeping and Accountancy (BKA)
- iv. Business Organisation and Commercial Practice (BOCP)
- v. Economics (Eco.).

ADDITIONAL ELECTIVE SUBJECT (ANY ONE)

- i. Commercial Arithmetic and Elements of Statistics (CAES).
- ii. Banking (Bnk.).
- iii. Salesmanship and Advertising (S.A.)

(B) IN B. COM. PART-I GENERAL COURSE (TEN PAPERS OF 100 MARKS EACH)

Group A :

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

Group B :

- iii. Principles of Economics (P. E.)
- iv. Economic Development and Planning in India (EDP)

Group C :

- v. Accountancy-I (Acy. I)
- vi. Accountancy-II (Acy. II)

Group D :

- vii. Business Organisation and Management (BOM)
- viii. Corporation Finance (C.F.)

Group E :

- ix. Money, Banking and Trade (MBT)
- x. Law and Practice of Banking (LPB)

(C) IN B. COM. PART-I MAJOR COURSE (TEN PAPERS OF 100 MARKS EACH)

A student may opt for Major Course in any one of the following subjects consisting two papers of 100 marks each.

1. Accountancy :

- i. Financial Accounting. (Paper I)
- ii. Higher Accountancy. (Paper II)

2. Management :

- i. Principles of Organisation and Management. (Paper I)
- ii. Financial Management (Paper II)

3. Banking :

- i. Indian Financial System. (Paper I)
- ii. Law and Practice of Banking (Paper II)

NOTE :

- (i) A student opting for Major in Accountancy does not require to study Group C.
- (ii) A student opting for Major in Management does not require to study Group D.
- (iii) A student opting for Major in Banking does not require to study Group E.

(D) IN B. COM PART-II GENERAL COURSE (FOUR PAPERS OF 100 MARKS EACH)

Group F :

- i. Business Mathematics and Statistics (BMST)

Or

Resource Study (R.S.)

- ii. Secretarial Practice and Company Law (SPCL).

Group G :

- iii. Commercial Law (C.L.)
- iv. Auditing (Aud.)

(E) IN B. COM. PART-II MAJOR COURSE (SIX PAPERS OF 100 MARKS EACH)

- i. Business Mathematics and Statistics (BMST)
- ii. Secretarial Practice and Company Law (SPCL).
- iii. Commercial Law (C.L.)
- iv. Auditing (Aud.)

And

Group H :

For Accountancy Major Students :

- i. Management and Cost Accounting. (Paper III)
- ii. Taxation. (Paper IV)

For Management Major Students :

- i. Personnel Management. (Paper III)
- ii. Principles of Marketing Management. (Paper IV)

For Banking Major Students :

- i. Indian Currency and Banking System. (Paper III)
- ii. Rural and Co-operative Banking. (Paper IV)

06. SELECTION OF MAJOR SUBJECT :

A student opting for major shall be selected on the basis of merit. A deserving student will be given major subject according to his/her preference and shall not be allowed to change the subject thereafter.

Note : If a student fails to get 40% in the major papers in the Annual Examination of T.D.C. 1st year then his/her major will be cancelled in the T.D.C. 2nd year class.

07. REQUIREMENT OF PASS MARKS —B. COM. PART-I AND B. COM. PART-II FINAL EXAMINATIONS

(Part - I Examination)

In order to pass the B. Com. Part-I Examination (General or Major Course) a candidate must obtain the minimum marks as shown below.

- | | | |
|--------------|-----------|----------------------|
| 1. Group A : | 1 English | 30 out of 100 marks. |
| | 2. MIL | 30 out of 100 marks. |

2. Group B :	3. Subject	30 out of 100 marks.
	4. Subject	30 out of 100 marks.
3. Group C :	5. Subject	30 out of 100 marks.
	6. Subject	30 out of 100 marks.
4. Group D :	7. Subject	30 out of 100 marks.
	8. Subject	30 out of 100 marks.
5. Group E :	9. Subject	30 out of 100 marks.
	10. Subject	30 out of 100 marks.

In order to pass in group B.C.D.E. a candidate must obtain at least 33% marks in aggregate of these groups. Thus the minimum total marks required to be obtained in order to pass the examination is 324.

(Part-II Examination)

In order to pass the B. Com. Part-II examination, a candidate must obtain the minimum marks as shown below.

A) FOR GENERAL COURSE :

Group F :	1. Subject	30 out of 100 marks.
	2. Subject	30 out of 100 marks.
Group G :	3. Subject	30 out of 100 marks.
	4. Subject	30 out of 100 marks.

Total 132 out of 400 marks.
(33%) in aggregate.

B) FOR MAJOR COURSE :

Group F :	1. Subject	30 out of 100 marks.
	2. Subject	30 out of 100 marks.
Group G :	3. Subject	30 out of 100 marks.
	4. Subject	30 out of 100 marks.
Group H :	5. Subject	30 out of 100 marks.
	6. Subject	30 out of 100 marks.

Total 198 marks out of 600
marks (33%) in aggregate.

08. CLASSIFICATION OF RESULTS :

- A) A candidate who passes both the part-I and part-II B. Com. Examinations shall be deemed to have passed the B.Com. Examination as a whole and shall be eligible for the Degree of Bachelor of Commerce (B.Com.).
- B) In the case of candidates of General Course, the total marks counted will be 1,400 (1000+400) marks and the result will be declared as follows :
- i) Those securing 840 and above I Division
 - ii) Those securing 560-839 II Division.
 - iii) Those securing 456-559 Simple pass.
- C) In the case of candidates having Major, the total marks counted will be 1200 marks (600 marks of CDE groups of Part-I examination + 600 marks of Part-II examination and the result will be declared as follows :
- i) Those securing 720 or above I Class.
 - ii) Those securing 480-719 II Class.
 - iii) Those securing 396-479 Simple pass.

09. RULES FOR REPETITION OF PAPER OF PART-I EXAMINATION

(Only for students having Major) :

Successful students of B. Com. (TDC) Part-I Examination with Major Course subject, may be allowed to repeat any one of the papers of Group-CDE of Part-I Course in order to improve their performance in the Major Subject in the next Part-I examination. Such a candidate shall be eligible to sit simultaneously for the repeat paper along with the Part-II examination. In the interest of the students the better of the two marks secured in the paper concerned shall be considered for declaration of their B. Com (TDC) Part-I result.

Such candidates shall be required to fill in prescribed forms and pay the prescribed fees.

Any candidate having arrear in any subject (s) shall not be eligible for repeating any paper for the purpose of improvement of result.

10. ACADEMIC SESSION :

The Academic Session starts in June and ends in May next year.

11. COLLEGE HOUR :

The college hour is from 10 AM to 4 PM

12. COLLEGE UNIFORM :

From session 2000-2001 the college has introduced compulsory uniform for the students as follows :

For boys— White shirt and dark navy blue long pants. Maroon sweater/Blazer (in winter).

For girls— White Mekhla-Chaddar or Saree with dark navy blue border and dark navy blue blouse/ White Salwar or Churidar, white dupatta and kameez with small dark navy blue and white checks. Maroon sweater (in winter).

Note :— (i) T-Shirts and Jackets will not be allowed.

(ii) Students must be in their uniform during—

(a) Freshers social of the college.

(b) Foundation Day of the college.

(c) Open session and meeting of the 'College Week' function of the college.

(iii) In the rest of the days of the 'College Week' function students may wear dresses other than the college uniform.

13. CLASS ATTENDANCE :

A student is expected to attend atleast 65% of the total lectures delivered.

(a) Students attending less than 65% but more than 50% of the classes shall be treated as "Non-Collegiate" and will be liable to pay fine of Rs. 65.00 (Sixty five).

(b) Students attending less than 50% but more than 25% of the classes will be considered and allowed to appear in the examination provided he/she pays a fine of Rs. 1000/- (One thousand).

(c) Students attending less than 25% of the total classes will be declared as “Discollegiate” and will not be allowed to appear in the Annual/Final Examinations.

14. SCHOLARSHIPS :

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

The above scholarships are granted by the Government for which application forms of eligible students are forwarded to the respective authorities for consideration. After the sanction of scholarship money will be deposited into individual account.

15. COLLEGE LIBRARY :

The college library is small in size but it has a good collection of selected books and journals. There is also a reading room in the library.

16. COLLEGE MAGAZINE :

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

17. STUDENT WELFARE FUND :

On application to the Principal an amount not exceeding the annual tuition fees, is granted to the needy students, whose father's/guardian's annual income does not exceed Rs. 3600/- p.a. (Rupees three thousand six hundred) only.

18. STUDENT'S TRAVEL CONCESSION :

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

19. IDENTITY CARD :

An identity card is issued to every student to be possessed by them during the college hours.

20. PROCEDURE OF FORMATION OF STUDENTS' UNION :

The returning officer of the Election Committee will invite application from the interested student for the post of Students' Union for the session. There will be a "Selection Committee" which will conduct an interview to select the members of the Students' Union.

A student will be eligible to apply for any post of the Students' Union provided he/she have atleast 25% class attendance of the total lecture delivered on the date of notification.

21. COLLEGE FEES :

(A) Session Fees :	Amount (Rs.)
(i) Admission fees	50.00
(ii) College examination fees	50.00
(iii) Library fees	50.00
(iv) College Magazine fees	50.00
(v) Students' Union fees	80.00
(vi) Students' Welfare fund	10.00
(vii) Festival fees	10.00
(viii) Light and Fan	40.00
(ix) Development fees	200.00
(x) College Building fees	200.00
(xi) Faculty Development fees	100.00
(xii) Academic Activities	25.00
(xiii) Publication	25.00
(xiv) Enrolment fees	10.00

Total :— Rs. 900.00

(B) FEES TO BE PAID AT THE TIME OF ADMISSION :

	H. S. 1st yr. (Boys)	H. S.1st yr. (Girls)	B. Com 1st yr.
i. Session Fees	900/-	900/-	900/-
ii. Tution Fees	288/-	—	360/-
iii. Reg. Fees	25/-	25/-	60/-
iv. Identity Cards	15/-	15/-	15/-
Total :	1228/-	940/-	1335/-

FACULTY MEMBERS AND STAFF

Principal : Mr. Hitesh Deka, M.A. ~~577478~~ 557431

FACULTY MEMBERS

A) Department of Accountancy :

- i. Mr. Prabhat Ch. Kakati, M. Com, Head of the Deptt.
- ii. Mr. Bijoy Kalita, M. Com. 511448 PP
- iii. Mr. Bipul Kalita, M. Com. 552383 PP
- iv. Mr. Safiqul Haque, M. Com. — 513260

B) Department of Management :

- i. Mr. Bhababhuti Sarma, M. Com. Head of the Deptt. →
- ii. Ms. Ashima Sarma Bora, M. Com. — 300198
- iii. Ms. Malamoni Dutta, M. Com.
- iv. Mr. Kukil Bora, M. Com.

C) Department of Commerce (Banking) :

- i. Mr. Naba Kumar Goswami, M. Com. Head of the Deptt. → 543802 P.P.
- ii. Mr. Prasanta Kumar Sarma, M. Com. → 330557 (R)
- iii. Mr. Murali Krishna Sarma, M. Com.
- iv. Ms. Runumoni Lahkar, M. Com., B.Ed →

D) Department of Economics :

- i. Dr. Swabera Islam, M.A., Ph.D., Head of the Deptt. → 4 57165 }
4 50137 }
- ii. Ms. Jayshree Dam Paul Choudhury, M.A. LL.B.
- iii. Ms. Upasana Chakraborty, M.A.

E) Department of Mathematics and Statistics :

- i. Ms. Runjun Phookun, M.Sc. Head of the Deptt. — 541074
- ii. Ms. Jayashree Pathak, M. Sc. — 4505145

F) Department of English :

- i. Ms. Prarthana Barua, M.A., Head of the Deptt. → 60615 Mosib
— 552322
- ii. Ms. Anjita Bora, M.A. — 557469 (R) 556468 (C) — 629029
- iii. Ms. Archana Bora, M.A.

G) Department of Assamese :

- i. Mr. Dipak Barman, M.A., Head of the Deptt. 472341 PP
- ii. Ms. Swapna Smriti Mahanta, M.A. — 552314 P.P.

H) Department of M.I.L. (Hindi & Bengali) :

- i. Mr. Radhey Shyam Tiwari, M.A., Head of the Deptt.
(Hindi) 474220 (R) 600382 (C)
- ii. Ms. Shrabani Bhadra, M.A., B.Ed. (Bengali)- 672129
- iii. Ms. Purnima Singh, M.A. (Hindi) ~~304992~~
301948 (R) 634992 PP

NON-TEACHING STAFF

A) Library Staff :

- i. Mr. Prasanta Kumar Deka, B.Sc. (Bot.) M.L.I.Sc.
(Librarian) 03624 / 21356
- ii. Ms. Rina Das, Library Asstt.
- iii. Mr. Ratul Medhi, Library bearer. - 472418

B) Office Staff :

- i. Mr. Prafulla Barman, U.D.A. →
- ii. Syd. Afjal Hussain, L.D.A. →
- iii. Mr. Paresh Kalita, L.D.A. - 4730 4735 07 PP
- iv. Ms. Saraju Kakati, L.D.A. Cum Typist. →
- v. Mr. Hari Narayan Chaudhury, LDA Cum Cashier. →
- vi. Mr. Gautom Chaudhury, Accountant. - 452192

C) Grade IV Staff :

- i. Mr. Madan Ch. Sarma.
- ii. Mr. Hemanta Ch. Deka.
- iii. Mr. Hemen Deka.
- iv. Mr. Hemen Barman.
- v. Mr. Girish Deka.
- vi. Mr. Siba Charan Das.

Tapan Kalita - 455375 P.P
G.S

DIFFERENT COMMITTEES : (SESSION 2001-2002) :

A) Admission Committee :

The "Admission Committee" is delegated to handle the matter of admission of students into the H. S. 1st and B.Com. 1st year classes for the session 2001-2002. The Committee members are—

Convenor : Shri Bhababhuti Sarma, Head of the Deptt. of Management.

Members : (i) Mrs. Runumani Lahkar, Lecturer, Deptt. of Commerce (Banking)

(ii) Mrs. Jayashree Pathak, Lecturer, Deptt. of B.M.S.T.

B) Examination Committee :

The College Examination Committee is responsible for conducting all examinations including Terminal, Annual, Test and Final Examination for the Session 2001-2002. The Examination Committee is formed with the following members :

i. Shri H. Deka, Principal, Officer-In-Charge

ii. Shri R. S. Tiwary,
Head of the Deptt., MIL.

iii. Shri Naba Kumar Goswami,
Head of the Deptt., Commerce (Banking)

} Assistant
Officer-In-
Charge

C) Academic Council :

The College has an Academic Council to look after the academic matters of the college. The Academic Council of the College prepares an Academic Calendar of the College and bears the responsibility of implementing the same. The Council is formed headed by the Principal as Chairman and with all Head of the Deptt., one of whom as convenor. The Council is formed with the following members for the session 2001-2002.

i. Principal Chairman

ii. Dr. Swabera Islam, Convenor
Head of the Deptt. of Economics

iii. Prabhat Ch. Kakati, Member
Head of the Deptt. of Accountancy

- | | | |
|-------|--|--------|
| iv. | Bhababhuti Sarma,
Head of the Deptt. of Management | Member |
| v. | Naba Kumar Goswami,
Head of the Deptt. of Commerce (Banking) | Member |
| vi. | R. S. Tiwary,
Head of the Deptt. of MIL | Member |
| vii. | Shri Dipak Barman,
Head of the Deptt. of Assamese | Member |
| viii. | Runjun Phookun,
Head of the Deptt. of Business Mathematics
and Statistics. | Member |
| ix. | Prarthana Barua
Head of the Deptt. of English. | Member |

D) Disciplinary Committee :

There is a Disciplinary Committee in the College to look after the matters relating to students indiscipline. Decision of the Disciplinary Committee is final and obligatory. The Committee is—

- i. Chairman— Principal
- ii. Convenor— Shri Murali Krishna Sarma
Lecturer, Deptt. of Commerce (Banking)
- iii. Members— (i) Shri R. S. Tewari,
Head of the Deptt., MIL (Hindi)
(ii) Dr. Swabera Islam,
Head of the Deptt., Economics
(iii) Mrs. Prarthana Barua,
Head of the Deptt., English

E) Library Committee :

The “Library Committee” is formed to look after the matters relating to maintenance of the Library. The Committee is also responsible for planning and budgeting for purchase of new books and journals. The Committee has been formed for the session 2001-2002 as—

- | | | |
|-----|----------------------------------|----------|
| i. | Principal | Chairman |
| ii. | Sri Prasanta Kr. Deka, Librarian | Convenor |

- | | |
|---|--------|
| iii. Shri Prasanta Kumar Sarma,
Lecturer, Deptt. of Commerce (Banking) | Member |
| iv. Mrs. Upasana Chakraborty
Lecturer, Deptt. of Economics | Member |
| v. Mrs. Archana Bora,
Lecturer, Deptt. of English | Member |

F) Election Committee :

There is an Election Committee to conduct the election of the K. C. Das Commerce College Students' Union with the following members :

- | | |
|------------------------|---|
| i. In-Charge— | Shri Dipak Barman,
Head of the Deptt. of Assamese |
| ii. Returning Officer— | Shri Bipul Kalita,
Lecturer, Deptt. of Accountancy |
| iii. Members— | Ms. Anjita Bora,
Lecturer, Deptt. of English
Shri Kukil Bora,
Lecturer, Deptt. of Management
Shri Safiqul Haque,
Lecturer, Deptt. of Accountancy |

G) Drafting Committee For Prospectus, Academic Calendar & Class Routine :

- | | | |
|--|---|----------|
| i. Mrs. Runjun Phookun
Head of the Deptt. of B.M.S.T. | — | Convenor |
| ii. Shri Prabhat Ch. Kakati
Head of the Deptt. of Accountancy | — | Member |
| iii. Mrs. Shrabani Bhadra,
Lecturer, Deptt. of MIL (Bengali) | — | Member |

H) Publication Committee :

- | | |
|---------------|--|
| (i) Chairman— | Principal |
| (ii) Members— | Mrs. Runjun Phookun,
Head of the Deptt. of B.M.S.T.
Shri Bijoy Kalita,
Lecturer, Deptt. of Accountancy
Mrs. Ashima Sarma Bora,
Lecturer, Deptt. of Management |

INFORMATION TO REMEMBER

1. College Address :

K. C. Das Commerce College
Chatribari (Near Guwahati Goshala)
P. O. Rehabari, Guwahati-781008

2. Phone Nos :

- a) College Office : (0361) 525114
- b) Residence of Principal : (0361) 557431

3. Visiting Hours of Principal :

- i. Visitor : 11-30 am to 12-30 pm.
- ii. Student : 01-30 pm to 03-00 pm.

PRESENT SPECIAL BODY OF THE COLLEGE

1. PRESIDENT : Mr. Ramendra Narayan Kalita,
Ex-Minister, Assam.
2. SECRETARY : Mr. Hitesh Deka,
Principal, K. C. Das Commerce College.
3. MEMBERS :
 - i. Dr. Bandhu Ram Deka.
 - ii. Mr. Anil Kumar Kalita. - 522458
 - iii. Dr. Lakhya Hira Dutta.
 - iv. Mr. Bijoyananda Choudhury. - 98640/22216
524944®
 - v. Mr. Ramani Barua.
 - vi. Mr. Ramesh Chandra Choudhury.

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