



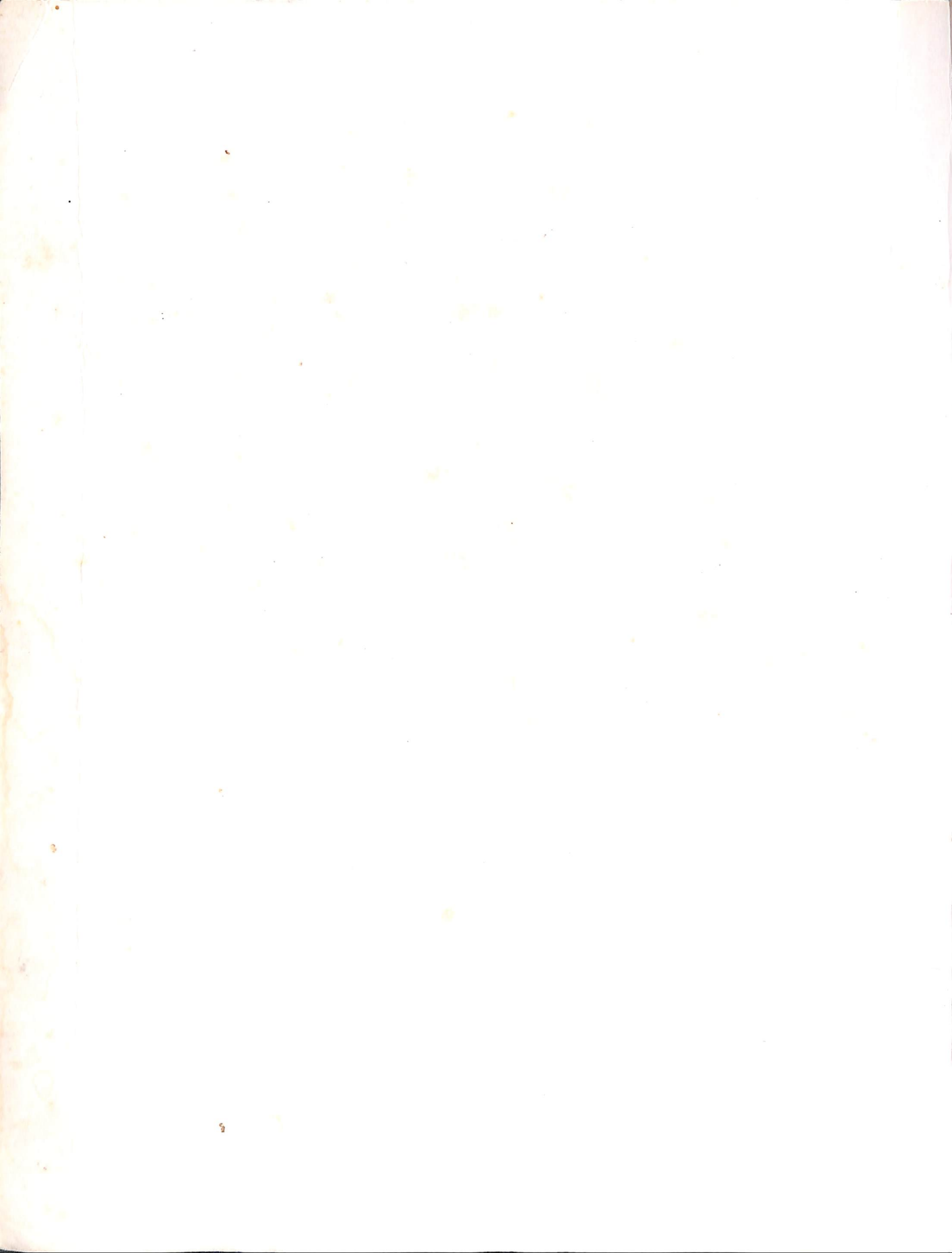
PROSPECTUS

2003 - 2004

OUR MOTTO : "TO STRIVE, TO SEEK, TO LEARN AND NOT TO YIELD"

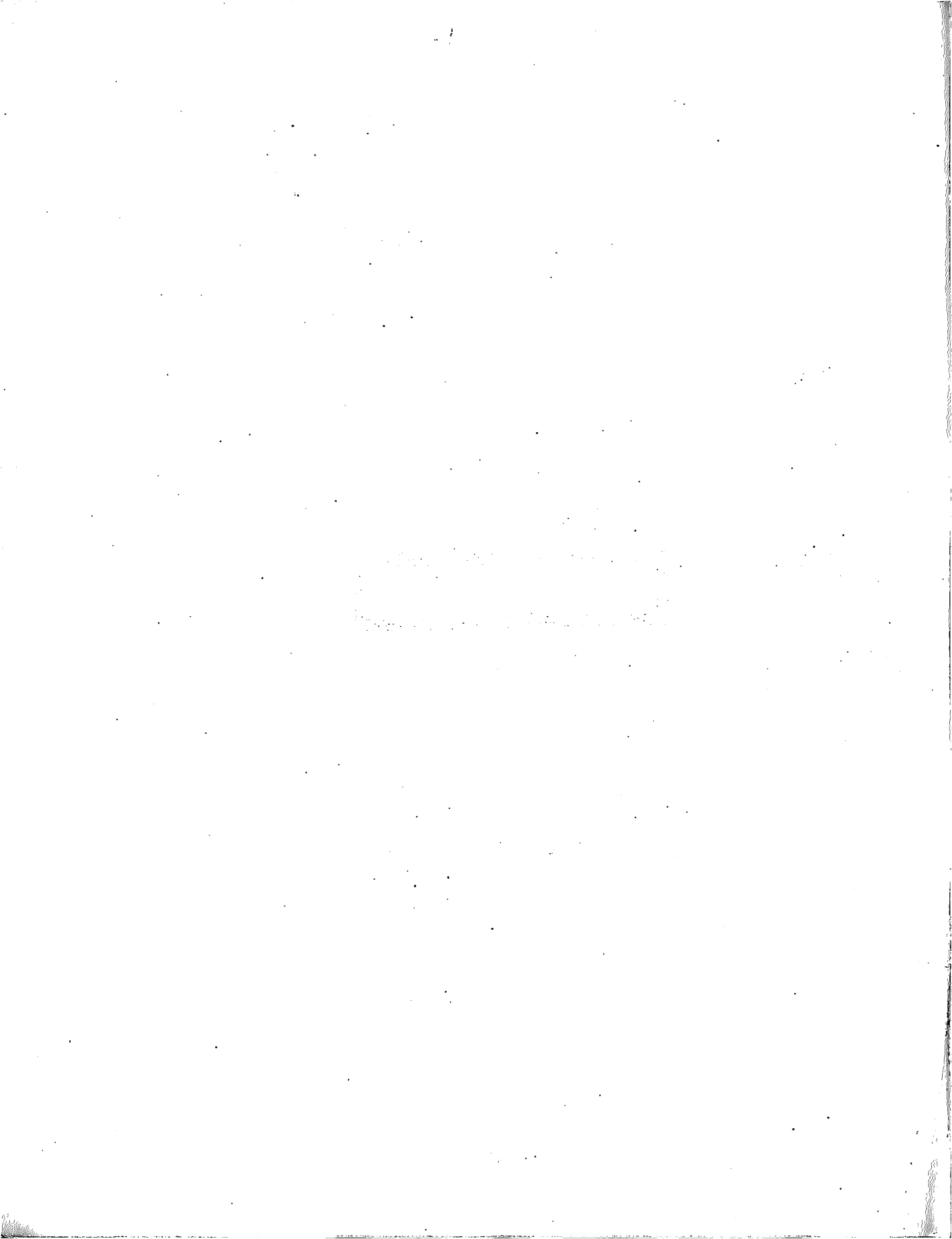
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**K. C. DAS COMMERCE COLLEGE
CHATRIBARI, P. O. : REHABARI
GUWAHATI, ASSAM - 781 008**



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A SHORT PROFILE OF THE COLLEGE

K. C. Das Commerce College is located within the Guwahati city at a distance of 37 KM from the Gopinath Bordoloi Airport, Borjhar, Guwahati and 8 KM from the Guwahati Railway station.

A well known centre of commerce education in the North-East, it was established on the 7th day of November, 1983. Born out of the untiring efforts of a group of eminent educationists and free thinkers, the preliminary expenses to institute the college was met by the financial assistance given by Sri Ramesh Chandra Chaudhury and the college 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 1930's.

Initially the college started in the evening shift with one hundred and seven students in the premises of Sonaram H.S. & Multipurpose School, Bharalumukh, Guwahati. On the 30th of Nov. 1994, the college was shifted to its permanent site at Chatribari (Near the Guwahati Gosala), Ghy - 781 008.

The college came under the deficit-grants-in-aid system in the year 1998. At present it has nine departments, viz-Accountancy, Management, Finance, Economics, Mathematics and Statistics, English, Assamese, Hindi, and Bengali and it imparts education to more than eighteen hundred students with an efficient and dedicated teaching staff.

More than eight hundred students are admitted annually and receive education for Higher Secondary in Commerce and B. Com in Commerce.

Since its establishment, the college has come a long way in meeting the emerging needs and challenges of the present day scenario.

VISION OF THE COLLEGE

K. C. Das Commerce College envisages to be the premier institute to impart good quality commerce education in the North-East of the country. It aspires to be recognised for its quality teaching to a diverse student population so as to enable them to realise and develop their inherent and potential capabilities. We aim to expand the employability of our students.

In the new millennium we envision that our college will—

1. be challenged to meet the needs of the society so that we can be leaders in educational innovation, creative expression and artistic production by fostering an atmosphere of intellectual excitement, innovation and entrepreneurship.

2. remain committed to inter disciplinary research and education, not only within and across academic fields, but also across institutional, national and cultural boundaries.
3. continue to focus its attention and resources in areas where we can achieve excellence and comparative advantage in realising our mission.
4. provide our region with an educational and cultural centre in which demonstrated excellence is the pervading theme - in the classroom, on the playing fields, in service to students and community.
5. be known for the success of its students as productive citizens whose active participation in their education has enabled them to reach their potential, capitalising on their diverse backgrounds, talents and interests.
6. take its place in a society which demands from all its participants, honesty, integrity and civilised discourse and behaviour.
7. be a model learning institution with a working environment in which the quality of life, mutual support and team work on campus are rich and participatory.
8. help students make successful educational and career transitions in today's dynamic world.
9. enable the guardians to assess their own children and help them to reach their full potential.
10. help teachers improve themselves through self assessment and professional development.

MISSION OF THE COLLEGE

The Three Year Degree course leading to the Bachelor of Commerce degree allows the students to pursue a Pass course or a Major course in Commerce. The subjects in which they can offer Major are Accountancy, Finance and Management.

The curriculum followed by the college in the Degree level is the one prescribed by the Gauhati University. However, if the need and opportunity arises, the college is always ready to introduce new subjects and courses for the benefit of the students.

For Higher Secondary in Commerce, the syllabus and curriculum followed is the one prescribed by the Assam Higher Secondary Education Council.

The aim of this college is to broaden the outlook of the students by emphasizing the age old values and virtues of life through education. We aim to inculcate positive thinking, develop analytical skills, moral, social and aesthetic values in them.

Vocational training and extra curricular activities are given due weightage with the aim of motivating the students to face the challenges of life, and thus to prepare them so as to gain enough confidence to be entrepreneurial and innovative. Besides the regular students, the college aims to give the opportunity to any one who is willing to learn. We aim to create and shape individuals who have a socially responsive outlook and are willing to learn and accept new ideas according to the changing times which will ensure all round development of the nation.

For the teachers of the college, teaching is a religion, a lifetime commitment, a vocation and a profession and not just an occupation. The teachers strive to keep abreast with the latest development in their own fields.

Striving for quality enhancement and excellence is our way of life.

Our Motto is : *"TO STRIVE, TO SEEK, TO LEARN AND NOT TO YIELD."*

GOALS AND OBJECTIVES OF K. C. DAS COMMERCE COLLEGE

1. To promote academic excellence in teaching, so as to produce commerce graduates of higher standards in order to enable them to face the challenges of changing times.
2. To exploit and draw out the talents and abilities of the students and to prepare them for active life commitment with a passion for achievement.
3. To encourage innovative experiments in methods of teaching and evaluation.
4. To help the students develop skills of communication, self study, self analysis and realise their own potential and calibre.
5. To render academic and financial assistance to the socially, economically and academically disadvantaged sections of the society.
6. To produce intellectually, morally upright and socially committed citizens by inculcating in the students human values through education, and thereby aim to dispel darkness from the society by preventing further erosion of values and virtues.
7. To arouse in the students a sense of social justice, a concern and responsibility for their fellow beings by exposing them to real life conditions in the backward rural areas and to motivate them to render meaningful community welfare service.

8. To encourage and help the teachers of the institution gain more knowledge through research activities, writing articles, books and other promotional activities for career advancement.

THE COLLEGE EMBLEM



The College Emblem holds a significant meaning. The “Diya” or the “Lamp” at the centre is symbolic of the light of knowledge which, like the rays of the sun radiates hope into the lives of man.

“Knowledge is Power” and the “Open Book” below speaks of learning and the quest for knowledge which is the primary pre-occupation of the institute.

Just above the lamp, is a Vedic slok— “Abirabimatradhi” which denotes creation of knowledge and intellect.

The whole is surrounded by a circular band on which is inscribed the name of the college in both the Assamese and the English language. The entire Emblem stands on an arc which mentions the date of establishment of the college.

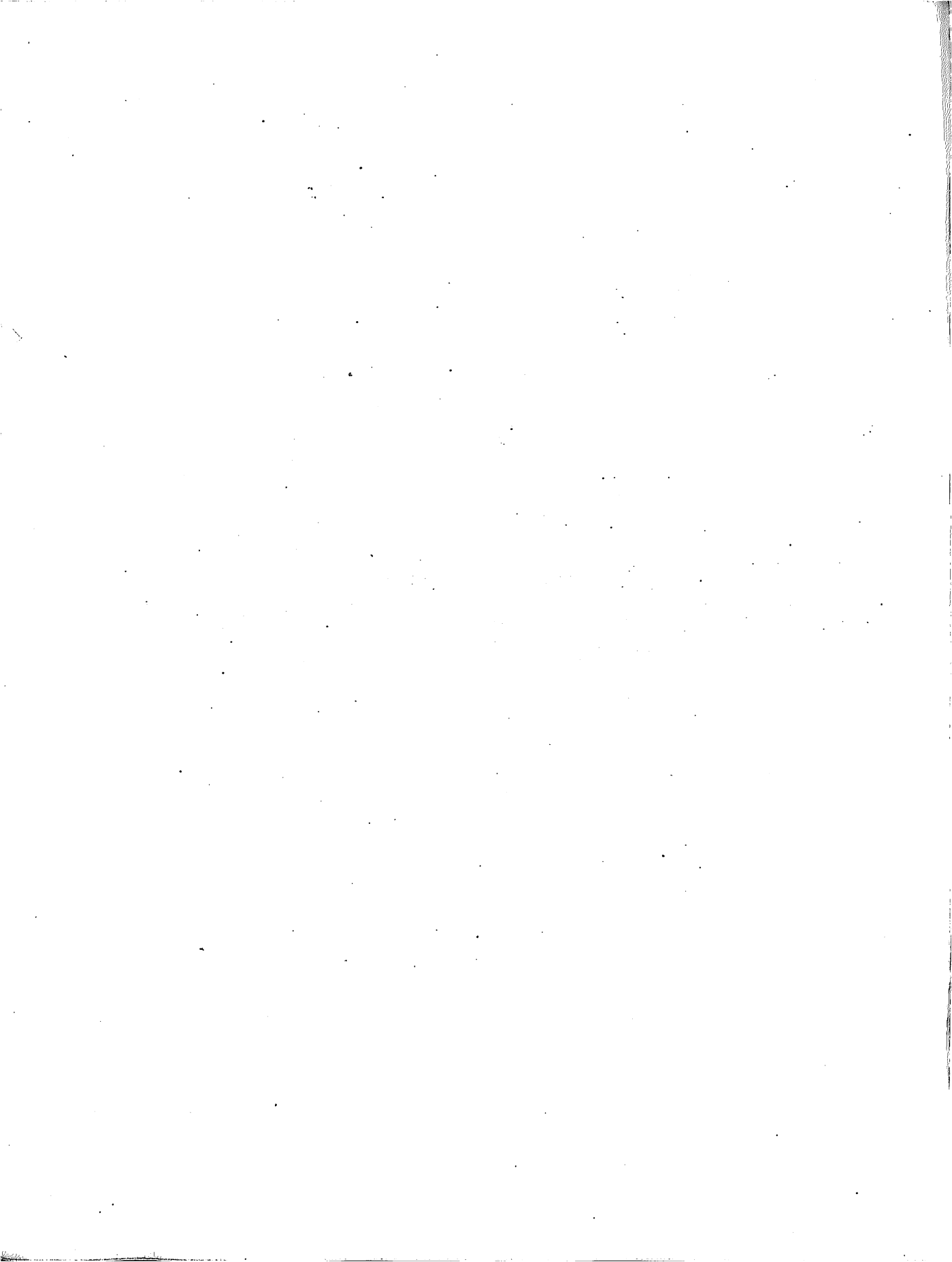
THE MOTTO OF THE COLLEGE

The College Motto is : “To Strive, To Seek, To Learn and not To Yield.”

The motto speaks for itself— it is the continuous search for knowledge and excellence which is the prime objective of the institution.

SECTION TWO

1.1	Introduction	1
1.2	Business Organization and Structure	10
1.3	Business Planning	15
1.4	Business Organization and Entrepreneurship Development	100
1.5	Business Management and Organization	110
1.6	Business Finance and Accounting	120
1.7	Business Law and Ethics	130
1.8	Business Marketing and Sales	140
1.9	Business Information Systems	150
1.10	Business Internationalization	160
1.11	Business Sustainability	170
1.12	Business Innovation and Creativity	180
1.13	Business Social Responsibility	190
1.14	Business Globalization	200
1.15	Business Digitalization	210
1.16	Business Analytics	220
1.17	Business Cybersecurity	230
1.18	Business Artificial Intelligence	240
1.19	Business Blockchain	250
1.20	Business Cloud Computing	260
1.21	Business Big Data	270
1.22	Business Internet of Things	280
1.23	Business Virtual Reality	290
1.24	Business Augmented Reality	300
1.25	Business Robotics	310
1.26	Business Drones	320
1.27	Business 3D Printing	330
1.28	Business Nanotechnology	340
1.29	Business Biotechnology	350
1.30	Business Space Technology	360
1.31	Business Quantum Computing	370
1.32	Business Quantum Cryptography	380
1.33	Business Quantum Simulation	390
1.34	Business Quantum Communication	400
1.35	Business Quantum Sensing	410
1.36	Business Quantum Imaging	420
1.37	Business Quantum Cryptography	430
1.38	Business Quantum Simulation	440
1.39	Business Quantum Communication	450
1.40	Business Quantum Sensing	460
1.41	Business Quantum Imaging	470
1.42	Business Quantum Cryptography	480
1.43	Business Quantum Simulation	490
1.44	Business Quantum Communication	500
1.45	Business Quantum Sensing	510
1.46	Business Quantum Imaging	520
1.47	Business Quantum Cryptography	530
1.48	Business Quantum Simulation	540
1.49	Business Quantum Communication	550
1.50	Business Quantum Sensing	560
1.51	Business Quantum Imaging	570
1.52	Business Quantum Cryptography	580
1.53	Business Quantum Simulation	590
1.54	Business Quantum Communication	600
1.55	Business Quantum Sensing	610
1.56	Business Quantum Imaging	620
1.57	Business Quantum Cryptography	630
1.58	Business Quantum Simulation	640
1.59	Business Quantum Communication	650
1.60	Business Quantum Sensing	660
1.61	Business Quantum Imaging	670
1.62	Business Quantum Cryptography	680
1.63	Business Quantum Simulation	690
1.64	Business Quantum Communication	700
1.65	Business Quantum Sensing	710
1.66	Business Quantum Imaging	720
1.67	Business Quantum Cryptography	730
1.68	Business Quantum Simulation	740
1.69	Business Quantum Communication	750
1.70	Business Quantum Sensing	760
1.71	Business Quantum Imaging	770
1.72	Business Quantum Cryptography	780
1.73	Business Quantum Simulation	790
1.74	Business Quantum Communication	800
1.75	Business Quantum Sensing	810
1.76	Business Quantum Imaging	820
1.77	Business Quantum Cryptography	830
1.78	Business Quantum Simulation	840
1.79	Business Quantum Communication	850
1.80	Business Quantum Sensing	860
1.81	Business Quantum Imaging	870
1.82	Business Quantum Cryptography	880
1.83	Business Quantum Simulation	890
1.84	Business Quantum Communication	900
1.85	Business Quantum Sensing	910
1.86	Business Quantum Imaging	920
1.87	Business Quantum Cryptography	930
1.88	Business Quantum Simulation	940
1.89	Business Quantum Communication	950
1.90	Business Quantum Sensing	960
1.91	Business Quantum Imaging	970
1.92	Business Quantum Cryptography	980
1.93	Business Quantum Simulation	990
1.94	Business Quantum Communication	1000
1.95	Business Quantum Sensing	1010
1.96	Business Quantum Imaging	1020
1.97	Business Quantum Cryptography	1030
1.98	Business Quantum Simulation	1040
1.99	Business Quantum Communication	1050
2.00	Business Quantum Sensing	1060



SYLLABUS FOR TWO YEAR HIGHER SECONDARY COURSE

The Two Year H.S. Course consists of 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**

Additional Elective Subject (any one)

- (i) Commercial Arithmetic and Elements of Statistics (CAES)
- (ii) Banking

● IMPORTANT NOTE :

A course in computers is compulsory for the two year Higher Secondary students. This will be conducted by the college in association with a well-known Computer Institute.

COURSE STRUCTURE OF NEW B. COM. COURSE

B. Com. 1st Year

Subject of study	<u>TOTAL MARKS</u>
1.1 Business Communication or Functional MIL	100
1.2 Financial Accounting	100
1.3 Business Economics IT	100
1.4 Business Organisation and Entrepreneurship Development	100
1.5 Business Mathematics or Fundamentals of Insurance	100
1.6 Money and Financial System	100

Total marks for B. Com. 1st year = 600 for six papers. All papers are compulsory.

IMPORTANT NOTE

Students from other colleges seeking admission in the B. Com. 1st Year of K.C. Das Commerce College will have to do a compulsory certificate course in computers to be conducted by the college in collaboration with a reputed Computer Institute recognised by the Govt. of India. Students will be categorised into four groups based on their previous knowledge about computers and its application.

B. Com. 2nd Year

Subject of study	TOTAL
2.7 Corporate Accounting	100
2.8 Company Law	100
2.9 Business Environment	100
2.10 Principles of Business Management	100
2.11 Law & Practice of Banking	100
2.12 Information Technology	100
2.13 Business Statistics	100

Total marks for B. Com. 2nd year = 700 for Seven Papers. All papers are compulsory.

B. Com. 3rd Year

Subject of study	TOTAL
3.14 Auditing	100
3.15 Financial Management	100
3.16 Direct and Indirect Taxes	100
3.17 Business Regulatory Frame Work	100
First Elective : Accountancy	
3.18A Cost Accounting	100
3.19A Management Accounting	100
3.20A Advanced Financial Accounting	100

Subject of study	TOTAL
Second Elective : Management	
3.18B Human Resource Management	100
3.19B Marketing Management	100
3.20B Cost and Management Accounting	100
Third Elective : Finance	
3.18C Rural and Co-operative Banking	100
3.19C Financial Market Operations	100
3.20C International Trade and Foreign Exchange	100

Total marks for B.Com. 3rd year = 700 for Seven Papers, out of which four are compulsory and three are optional. The total marks for B. Com. (Pass) course are 1700 for 17 papers and B. Com. (Hons) course 2000 for 20 papers.

COURSE STRUCTURE OF OLD B. COM. COURSE

● 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)

● **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 of 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 (Part-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.

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

Group F

- i. Business Mathematics and Statistic (BMST)
Or
Resource Study (R.S.)
- ii. Secretarial Practice and Company Law (SPCL).

Group G

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

● **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-IV)
- ii. Rural and Co-operative Banking (Paper-IV)

● 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/Unit Test of T.D.C. 1st year then his/her major will be cancelled in the T.D.C. 2nd year class.

● REQUIREMENT OF PASS MARKS— B. COM. PART-I AND B. COM. PART-II (OLD COURSE) FINAL EXAMINATIONS (SESSION 2003-2004 & 2004-2005)

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 / Alt. English	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.

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.

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

● CLASSIFICATION OF RESULTS : (OLD COURSE)

- 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 C, D, E, 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 |

● **RULES FOR REPETITION OF PAPER OF PART-I EXAMINATION (OLD COURSE)**

(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-C, D, E, 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.

ADMISSION REQUIREMENTS

● **For Higher Secondary (Two year) Course**

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

● **For B. Com. (Three year Degree) Course**

To be eligible for admission into the 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) P.U./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.

● **MIGRATION AND ELIGIBILITY CERTIFICATE**

Students from Boards or Universities other than SEBA, AHSEC and the Gauhati University shall have to produce a Migration Certificate at the time of admission. They must also obtain an Eligibility Certificate from the AHSEC and G.U. for admission by paying a fee of Rs. 100/- and Rs. 190/- respectively.

ADMISSION PROCEDURE

Application for admission into the college should be made in the prescribed application form issued by the college office on payment of Rs. 75/-.

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

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

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

SC	—	7%
ST (Hills)	—	5%
ST (Plains)	—	10%
OBC/MOBC	—	15%
Physically Handicapped	—	2%
Extra Curricular activities	—	2%

All admissions 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 the 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 Marksheets, Certificates etc, at the time of admission. Attested copies of the same are to be attached with the application forms.

CAPITATION FEES

A few seats will be reserved at the time of admission to be filled up against the payment of "Capitation Fees".

For further details contact :

Convenor

Admission Committee

K. C. Das Commerce College

FEES STRUCTURE SESSION 2003-2004

1. Session Fees :	Amount (Rs.)
I. Admission fees	50.00
II. College examination fees	100.00
III. Library fees	100.00
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, fan and water supply	100.00
IX. Development fees	350.00
X. College Building fees	350.00
XI. Faculty Development fees	400.00
XII. Academic activities	25.00
XIII. Publication	25.00
XIV. Enrolment fees	10.00
XV. Extension education	50.00
Total : Rs. 1,710.00	

2. (a) Fees to be paid at the time of admission (for the students of SEBA & AHSEC)

	H.S. 1st yr.	B. Com. 1st yr.
I. Session fees	1,710.00	1,710.00
II. Tuition fees	288.00	360.00
III. Registration fees	25.00	75.00
IV. Identity Card	15.00	15.00
V. Computer fees	300.00	300.00
Total Rs. 2,333.00		Rs. 2,460.00

2. (b) Fees to be paid at the time of admission (for the students of other Boards)

	H.S. 1st yr.	B. Com. 1st yr.
I. Session fees	1,710.00	1,710.00
II. Tuition fees	288.00	360.00
III. Registration fees	25.00	75.00
IV. E. C. fees	100.00	190.00
V. Identity Card	15.00	15.00
V. Computer fees	300.00	300.00
	<hr/>	<hr/>
	Total Rs. 2,433.00	Rs. 2,650.00

3. Fees to be paid by H.S. 2nd year & B. Com. 2nd year & 3rd year students.

	H.S. 2nd yr.	B. Com. 2nd & 3rd yr.
I. Session fees	1,710.00	1,710.00
II. Tuition fees	288.00	360.00
III. Computer fees	300.00	300.00
	<hr/>	<hr/>
	Total Rs. 2,298.00	Rs. 2,370.00

4. Others

I. Transfer Certificate	500.00
II. Duplicate Identity Card	100.00
III. Duplicate Library Card	100.00
IV. Late fine	100.00

● IMPORTANT NOTE :

The Tuition fees to be paid at the time of admission may be subject to changes based on the revised guidelines of the Education department, Govt. of Assam. Students are requested to enquire of such changes, if any on, or before the day of admission from the college office.

RULES REGARDING COLLEGE INTERNAL EXAMINATION

Periodical Unit Tests are held instead of Preparatory or Test or Annual examination. There will be two unit tests for H.S. 1st yr, H.S. 2nd yr, T.D.C. 1st yr and T.D.C. 2nd yr students. However, for the T.D.C. 3rd yr students, there will be no unit tests; only home assignments will be given to them.

IMPORTANT NOTE

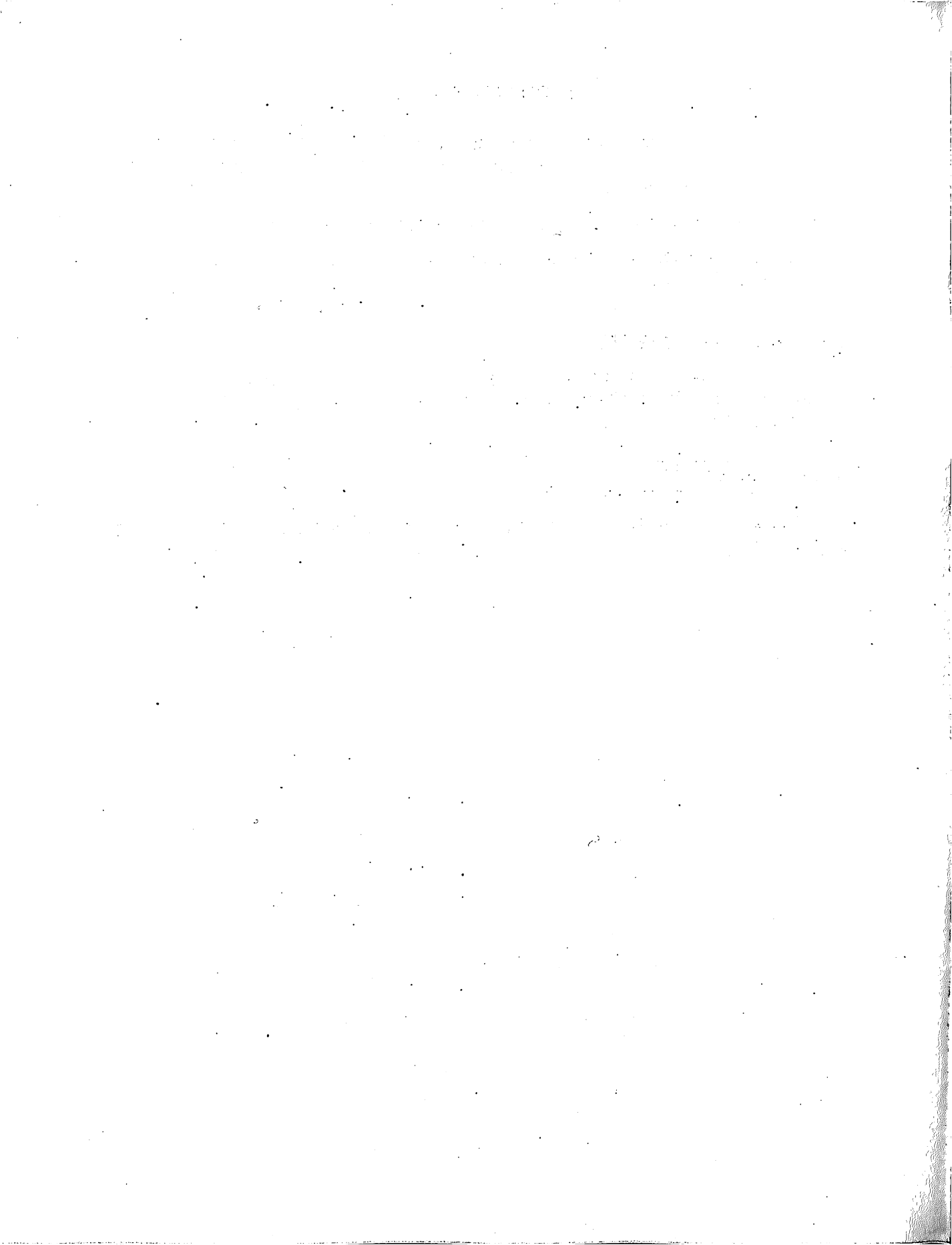
- No student will be promoted to the next higher class or allowed to appear in the final examination if he/she is unable to secure 30% marks in aggregate in the Unit Tests of the College.
- No student will be promoted to the next higher class on medical ground.
- The H.S. first Year Examination is conducted by the Assam Higher Secondary Education Council.

● **REPORT CARD SYSTEM**

Report Cards are issued to the students of the college after every internal examination. The total number of classes attended by the students will be indicated in the Report Card.

CASUAL ADMISSION

Admission for casual students will start from 1st of October 2003 to 10th of October 2003.



SECTION THREE

SECTION THREE

DIPLOMA AND CERTIFICATE PROGRAMMES

The college in association with a few well known institutes will conduct the following Diploma and Certificate programmes :

- PGDGA (Post Graduate Diploma in Computer Application)
Duration : 12 Months.
- ADCP (Advanced Diploma in Computer Programming).
Duration : 8 Months.
- Diploma in Graphics and Multilingual Desktop Publishing.
Duration : 6 Months.
- Diploma in Multilingual Web Technology.
Duration : 6 Months.
- Magnum 3-in-1 Course (Travel + Tourism + Hotel).
Duration : 6 Months.
- Besides these, the college will also conduct classes on Spoken English, Assamese and Hindi.

DEGREE AND CERTIFICATE PROGRAMS

Students with a few well known credits will conduct the following certificate programs:

• Graduate Diploma in Computer Applications (6 Months)

• Graduate Diploma in Computer Programming (6 Months)

• 6 Months

• Graduate Diploma in Multimedia and Multilingual Desktop Publishing (6 Months)

• 6 Months

• Graduate Diploma in Multilingual Web Technology (6 Months)

• 6 Months

• Graduate Diploma Course (Travel + Tourism + Hotel) (6 Months)

• 6 Months

• In addition, those the college will also conduct classes on Spoken English, Business and Hindi.

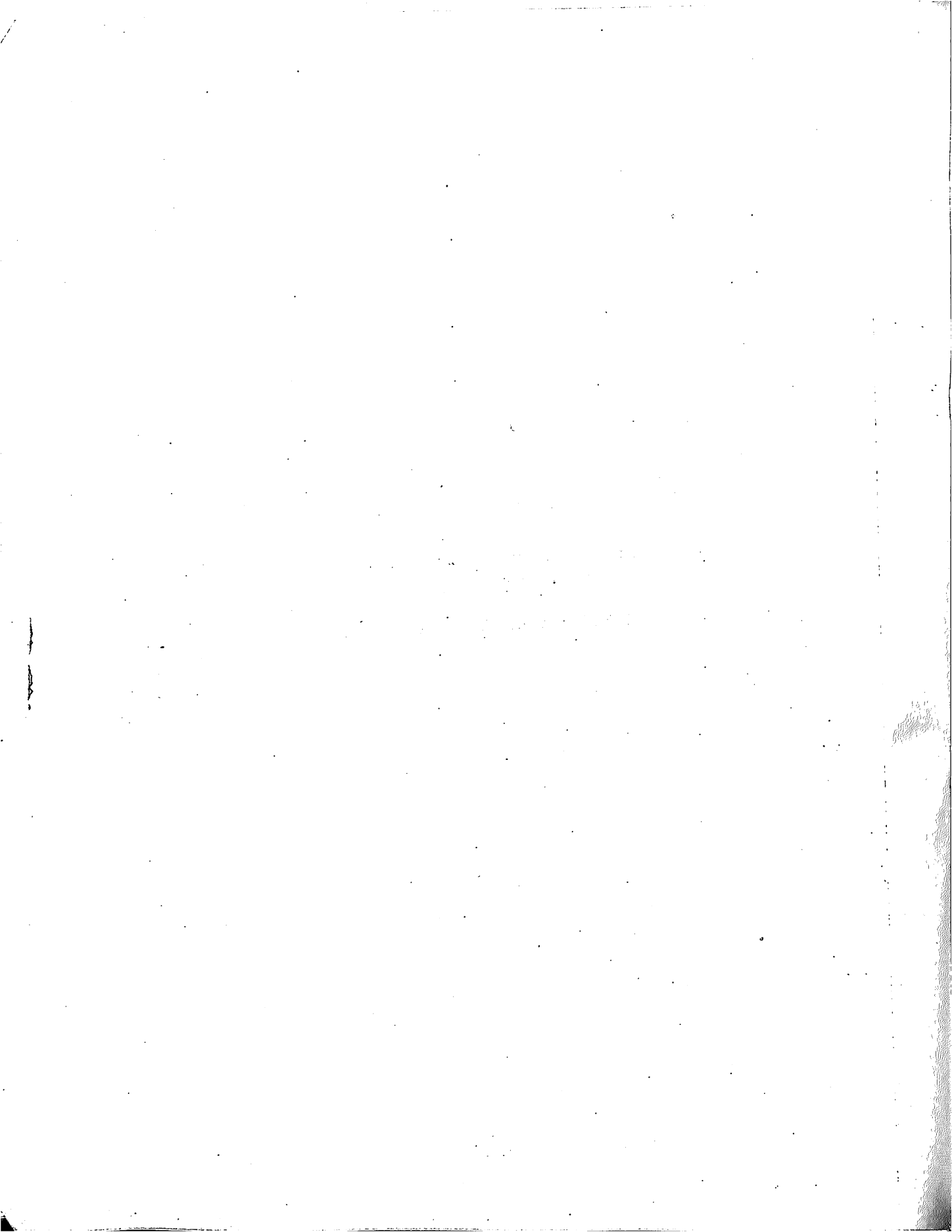
SECTION FOUR

The school 'Gyan Vigyan' and 'Anand' have been established in the village of Gyan Vigyan in the district of Indragiri. The school is a day school and is well-attended, with a staff of 10 teachers. The school is a good example of a school which has been established in a village. The school is a good example of a school which has been established in a village.

Free Medical Camps

Free Medical Camps are organized by the college on every second and fourth Saturday of a month, with the help of a reputed Medical Practitioner of the city. These camps are open for the neighbourhood as well as the students and staff of the college.

Besides these extension activities, the college also provides relief to the poor and needy victims of the villages in and around the city of Guwahati.



CO-CURRICULAR AND EXTENSION SERVICES

- The “College Week” Festival is held every year in the college. Students are encouraged to participate in quiz competitions, debates, indoor and outdoor games, singing competitions, mehendi, art and craft competitions, recitation etc. Students are also given incentives to participate in any event, at the District, State, Regional and National level.

- NCC and Scouts

NCC (National Cadet Corps) and Assam State Bharat Scouts are National organisations which has helped in instilling in the cadets a spirit of indomitable courage, self - confidence and self-reliance, selfless community service, patriotic fervour, trust in oneself, power of thought and adjustment which are essential to make the youths disciplined and dutiful. K. C. Das Commerce College is attached to OI Assam Battalion for NCC activities.

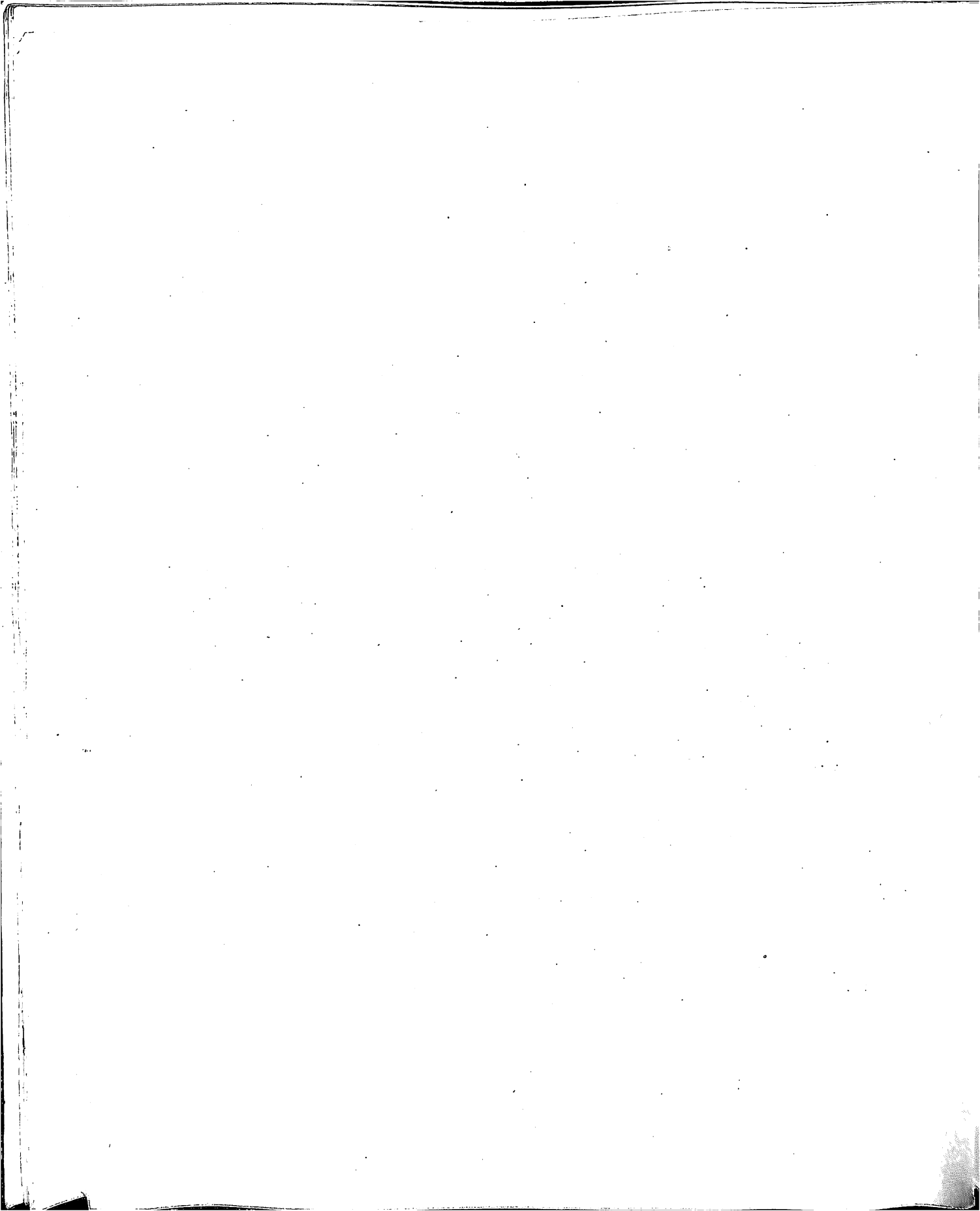
- K-Cian Social Circle

“The K-Cian Social Circle” of K. C. Das Commerce College has been formed with the prime aim of rendering selfless community service and more specially in uplifting the backward sections of the society. The college has adopted a village named, Garooghuli under the Rani Block of Kamrup District. On the basis of a survey conducted by the Department of Management, the college has decided to work in a phased manner for the all-round development of the village.

- Free Medical Camps.

Free Medical Camps are organised by the college on every second and fourth Saturday of a month, with the help of a reputed Medical Practitioner of the city. These camps are open for the neighbourhood as well as the students and staff of the college.

Besides these extension activities, the college also provides relief to the flood affected victims of the villages in and around the city of Guwahati.



SECTION FIVE

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.

BOOK-BANK FACILITY

Book bank facility will be made available to students of each faculty based on economic basis.

COLLEGE MAGAZINE

The "K. G. D. C. Officers College Magazine" is published annually. The magazine gives an opportunity to the students to express their creativity in various fields. The magazine is run by an "Editorial Board" formed by the Principals.

SECTION FIVE

GENERAL INFORMATION

- The Academic Session starts in June and ends in May next year (as per the University Academic Calendar)
- College Hour
The College hour is from 10 A.M. - 4 P.M.
- Visiting hours of the Principal
Visitors : 11.30 A.M. to 12.30 P.M.
Students : 01.30 P.M. to 3.00 P.M.

- **INSTRUCTIONS REGARDING COLLEGE RULES AND DISCIPLINE**

- i. Great emphasis is laid on discipline and character building and students are expected to maintain a higher standard of discipline in and outside the college campus. They are subject to the rules and regulations of the college.
- ii. The students admitted to the college must abide by all such rules and regulations as prescribed by the college authorities. Violation of rules, unsatisfactory progress, irregular attendance, showing discourtesy to the teachers and staff members in any form, adoption of unfair means during examination etc. are some of the offences which may make students liable for disciplinary action like termination of scholarship, forced transfer and even expulsion from the college.
- iii. Smoking & Chewing Pan-Masala etc. in the college campus will be treated as one of the major indisciplines of the students.

All powers for maintaining discipline are vested with the Principal and his decision shall be final in all such matters.

- **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.

- **BOOK-BANK FACILITY**

Book Bank facility will be made available to students of each batch based on economic criteria.

- **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.

● COLLEGE UNIFORM

From the session 2000-2001 the college has introduced compulsory uniform for the students.

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.
 - (iv) Other dresses will also be allowed during the Summer and Puja vacations.

● CLASS ATTENDANCE

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

- (a) Students of T.D.C. and H.S. classes attending less than 65% but more than 50% of the classes shall be treated as "Non-Collegiate" and will be liable to pay a fine of Rs. 65.00 (Sixty five only) & Rs. 30/- (Thirty only) respectively.
- (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 35% of the total classes will be declared as 'Discollegiate" and will not be allowed to appear in the Annual/Final Examinations.

● STUDENTS' 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 and six hundred only).

- **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.

- **IDENTITY CARD**

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

- **PROCEDURE OF FORMATION OF STUDENTS' UNION**

The Returning Officer of the Election Committee will invite applications from interested students for the various posts of the Students' Union body for every session. There will be a "Selection Committee" which will conduct an interview to select the members of the Students' Union.

Note : A student will be eligible to apply for any post of the Students' Union provided he / she has at least 25% class attendance of the total lectures delivered on the date of notification.

- **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 the scholarships, money will be deposited into individual accounts.

IMPORTANT NOTE FOR GUARDIANS AND STUDENTS

- No student will be promoted to the next higher class or allowed to appear in the final examination if he / she is unable to secure 30% marks in aggregate in the unit tests of the college.
- Report Cards issued after every exam must be duly signed by the guardians before returning it to the "Examination Committee" of the college. If any student is found guilty of forging guardian's signature, severe disciplinary action will be taken against the student.
- Students attending less than 50% but more than 25% of the classes will be considered and allowed to appear in the final examination provided he / she pays a fine of Rs. 1000/- (one thousand).

- Students attending less than 25% of the total classes will be declared as “Discollegiate” and will not be allowed to appear in the final examination.
- College Uniform is strictly compulsory. It is also mandatory for the students to always bring the identity card to college.
- It is compulsory for all guardians to attend “Guardians Meet” regularly which will be held periodically in the college. The respective dates are specified in the college “Academic Calendar.”

IMPORTANT DATES

- Issue of Admission forms for H.S. 1st yr.
and B. Com. 1st yr. 1st July, 2003
- **B. Com. 1st year**
 - (i) Last date of submission of forms 19th July, 2003
 - (ii) Display date of list of selected candidates
for admission 23rd July, 2003
 - (iii) Date of Admission 25th July, 2003
Time : 10.30 A.M. onwards.
- **H.S. 1st year**
 - (i) Last date of submission of forms 24th July, 2003
 - (ii) Display date of list of selected
candidates for admission 28th July, 2003
 - (iii) Date of admission 29th July, 2003
- **H.S. 2nd year, B. Com. 2nd year & B.Com. 3rd year**
Admissions From 10th July to 31st July
- All classes will commence w.e.f. 1st August, 2003

MEMBER NUMBERS AND STAFF

SECTION SIX

SECTION SIX

FACULTY MEMBERS AND STAFF

PRINCIPAL : Mr. Hitesh Deka, M.A.

FACULTY MEMBERS

● Department of Accountancy

- i. Dr. Prabhat Ch. Kakati, M. Com., Ph.D. (HOD) F A A C T C 030002
- ii. Mr. Bijoy Kalita, M. Com. — 30.9.66 — FAACAG030001 ✓
- iii. Mr. Bipul Kalita, M. Com. — 1-3-71, — FAACTC030001
- iv. Mr. Safiqul Haque, M. Com. — 1-3-73 F A A C T C 030003

● Department of Management

- i. Mr. Bhababhuti Sarma, M. Com. (HOD) — 1st 1965 / Chow Inari Colony
- ii. Dr. Ashima Sarma Bora, M. Com., Ph.D. ✓ 18.10.69
- iii. Ms. Malamoni Dutta, M. Com.
- iv. Mr. Kukil Bora, M. Com. — 21.9.72 — FAMAMA030003

● Department of Finance

- i. Mr. Naba Kumar Goswami, M. Com. (HOD) — FAFITC030001 — FI/01
- ii. Mr. Murali Krishna Sarma, M. Com. — 27.9.64
- iii. Ms. Runumoni Lahkar, M. Com. B.Ed. ✓

● Department of Economics

- i. Dr. Swabera Islam, M.A., Ph.D. (HOD) 11.10.1952 — E401 — FAECTC030001
- ii. Ms. Jayshree Dam Paul Choudhury, M.A., L.L.B. — 1.10.59.
- iii. Ms. Upasana Chakraborty, M.A. — 1.3.72

● Department of Mathematics and Statistics

- i. Ms. Runjun Phookun, M.Sc. (HOD) — 15.10.61 — SA/01 — FASTTC030001
- ii. Ms. Jayashree Pathak, M.Sc., B.Ed. — 12.2.71

● Department of English

- i. Ms. Prarthana Barua, M.A. (HOD)
- ii. Ms. Anjita Bora, M.A., P.G.C.T.E.
- iii. Ms. Archana Bora, M.A.

● Department of Assamese

- i. Mr. Dipak Barman, M.A. (HOD)
- ii. Ms. Swapna Smriti Mahanta, M.A.
Pranab Sarma — 15 — 27.12.72
Pradeep Das (Comm) — 01.11.79
Diganta Patgiri — 1.3.75

- **Department of Hindi**
 - i. Dr. Radhey Shyam Tiwari, M.A., Ph.D. (HOD) 2.2.1959
 - ii. Ms. Purnima Singh, M.A.
- **Department of Bengali**
 - ✓ Ms. Shrabani Bhadra, M.A., B.Ed. ✓
- **Librarian**

Mr. Prasanta Kumar Deka, B.Sc. (Bot), M.L.I.Sc. (Librarian)
- **Computer Instructor**

Mr. Diganta Ranjan Patgiri, M.Sc. (Physics), M.C.P.

NON -TEACHING STAFF

- **Grade III**
 - i. Mr. Prafulla Barman
 - ii. Syd. Afjal Hussain
 - iii. Mr. Paresh Kalita
 - iv. Mr. Pranab Medhi (Accountant)
 - v. Ms. Saraju Kakati
 - vi. Mr. Harinarayan Choudhury
 - vii. Ms. Rina Das
- **Grade IV**
 - i. Mr. Madan Ch. Sarma
 - ii. Mr. Hemanta Ch. Deka
 - iii. Mr. Hemen Deka
 - iv. Mr. Ratul Medhi
 - v. Mr. Hemen Barman
 - vi. Mr. Girish Deka
 - vii. Mr. Siba Charan Das

VARIOUS COMMITTEES OF THE COLLEGE

A. INTERNAL QUALITY ASSURANCE CELL

In order to pursue and ensure the path of quality enhancement, an "Internal Quality Assurance Cell" has been set up as per the guidelines of the "National Assessment and Accreditation Council" and the requirements of the "University Grants Commission". The "IQAC" comprises of the following :

- Adviser : Mr. Jatin Ch. Nath
Hon'ble Member, Governing Body.
- Chairman : Mr. Hitesh Deka, Principal
- Co-ordinator : Dr. Swabera Islam
HOD, Dept. of Economics.
- Members : Dr. Prabhat Ch. Kakati
HOD, Dept. of Accountancy.
Dr. Ashima Sarma Bora
Lecturer, Dept. of Management.
Ms. Anjita Bora
Lecturer, Dept. of English

ADMISSION COMMITTEE

The Admission Committee is delegated to handle the matter of admission of students into the H.S. 1st year and B.Com. 1st year classes. The members of the committee for the session 2003-2004 are :

- Convenor : Dr. Prabhat Ch. Kakati
HOD, Dept. of Accountancy
- Members : Mr. Dipak Barman
HOD, Dept. of Assamese
Ms. Runumoni Lahkar
Lecturer, Dept. of Finance.

EXAMINATION COMMITTEE

The college Examination Committee is responsible for the smooth conduct of all examinations including Unit/Annual/Test and Final examinations. The Committee is formed with the following members for the session 2003-2004.

- Officer-in-Charge : Mr. Hitesh Deka, Principal

- Convenor : Dr. Ashima Sarma Bora
Lecturer, Dept. of Management
- Members : Dr. Swabera Islam
HOD, Dept. of Economics
Mr. Bhababhuti Sarma
HOD, Dept. of Management
Ms. Prarthana Barua
HOD, Dept. of English
Ms. Anjita Bora
Lecturer, Dept. of English
Mr. Prasanta Kr. Deka
Librarian
- Student Members : Vice-President
K. C. Das Commerce College Students' Union
General Secretary
K. C. Das Commerce College Students' Union.

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 2002-2003 as—

- Convenor : Mr. Prasanta Kr. Deka, Librarian
- Members : Ms. Jayshree Dam Paul Choudhury
Lecturer, Dept. of Economics.
Ms. Runumoni Lahkar
Lecturer, Dept. of Finance
Ms. Jayashree Pathak
Lecturer, Dept. of Maths. and Stats.

ELECTION COMMITTEE

There is an Election Committee to conduct the election of the K. C. Das Commerce College Students' Union with the following members, for the session 2003-2004 :

- Convenor/Returning Officer : Mr. Bipul Kalita, Lecturer, Deptt. of Accountancy

- Members : Mr. Murali Krishna Sarma
Lecturer, Dept. of Finance
- Ms. Purnima Singh
Lecturer, Dept. of Hindi

FINANCIAL COMMITTEE

The Financial Committee has been formed to closely monitor the financial matters of the college. The committee comprises of the following members for the session 2003-2004 :

- Chairman : Mr. Hitesh Deka, Principal
- Members : Dr. P. C. Kakati
HOD, Dept. of Accountancy
- Mr. Bhababhuti Sarma
HOD, Dept. of Management
- Ms. Malamoni Dutta
Lecturer, Dept. of Management.

BUILDING COMMITTEE

The Building Committee supervises all types of construction activities carried out in the college. The committee comprises of the following members for the session 2003-2004 :

- Chairman : Mr. Ramesh Ch. Chaudhury
Hon'ble President, Governing Body
- Convenor : Mr. Hitesh Deka, Principal
- Members : Dr. Prabhat Ch. Kakati
HOD, Dept. of Accountancy
- Mr. Naba Kr. Goswami
HOD, Dept. of Finance
- Mr. Bipul Ch. Medhi
Architect, Buildescape

COMMITTEE FOR HEALTH AND HYGIENE AWARENESS

The Committee on Health and Hygiene has been created to promote health and hygiene awareness amongst the students. The committee for the session 2003-2004 comprises of—

- Convenor : Mr. Safiqul Haque
Lecturer, Dept. of Accountancy
- Members : Ms. Purnima Singh
Lecturer, Dept. of Hindi
- Ms. Jayashree Pathak
Lecturer, Dept. of Maths. and Stats.

COMMITTEE ON DOCUMENTATION

The Committee on documentation is entrusted with the responsibility of preserving the documents of the college in a systematic manner. The committee, for the session 2003-2004 consists of :

- Convenor : Ms. Shrabani Bhadra
Lecturer, Dept. of Bengali
- Members Mr. Prasanta Kr. Deka
Librarian
Mr. Paresh Kalita
Grade III Staff

ALUMNI ASSOCIATION

The formation of the Alumni Association is a sincere effort on the part of the college to keep in touch with the past pupils or the outgoing students of the college.

The Association has been constituted with the following members :

- Advisor : Mr. Hitesh Deka, Principal
- President : Ms. Runjun Phookun
HOD, Dept. of Business Maths. and Stats.
- Vice-President : Mr. Promod Harlalka (Alumni)
- Secretary : Shaikh Shamim Nawaz (Alumni)
- Asstt. Secretary : Mr. Saurav Sarma (Alumni)
- Members (Alumni) : Mr. Vinod Sharma
Mr. Rishab Kr. Sharma
Mr. Pawan Kr. Singhal
Mr. Prakash Singh
Mr. Amit Agarwal
Mr. Alok Jain
Mr. Ratnajit Chakraborty
Ms. Preeti Sharma
Ms. Binu Sharma

ADVISORY COMMITTEE ON EXTENSION EDUCATION

Community education and orientation through field outreach activities have become an integral part of academics. Keeping this in view, an Advisory Committee on Extension Education has been formed for a term of three years.

The composition of the committee is as follows :

- Chairman : Mr. Hitesh Deka (Principal)
- Co-ordinator : Mr. Naba Kr. Goswami
HOD, Dept. of Finance
- Members : Mr. Dipak Barman, HOD. Dept. of Assamese
In-charge— College N.C.C. Unit
Mr. Safiqul Haque, Lecturer, Dept. of Accountancy
In-charge— Assam State Bharat Scouts
Mr. Kukil Bora, Lecturer, Dept. of Management
In-charge— K-Cian Social Circle
- Outside Experts : Mrs. Minati Chaudhury
Hon'ble Member, Governing Body
Mr. Dwipen Bania
- N.S.S. Programme Officer : Vacant

OTHERS : IN-CHARGE / CO-ORDINATORS

- Blood Donation Unit : Mr. Radhey Shyam Tiwari
HOD, Dept. of Hindi
- Computer Education : Mr. Bhababhuti Sarma
HOD, Dept. of Management
- Preparation of class routine : Mr. Naba Kr. Goswami
HOD, Dept. of Finance
Ms. Prarthana Barua
Convenor, Academic Council
- N.C.C. (National Cadet Corps) : Mr. Dipak Barman
HOD, Dept. of Assamese
- Bharat Scouts : Mr. Safiqul Haque
Lecturer, Dept. of Accountancy

- College Magazine : Ms. Archana Bora
Lecturer, Dept. of English
- K-Cian Social Circle : Mr. Kukil Bora
Lecturer, Dept. of Management
- Guardians' Meet : Mr. Bipul Kalita
Lecturer, Dept. of Accountancy

PRESENT GOVERNING BODY OF THE COLLEGE

- President : Mr. Ramesh Chandra Chaudhury
- Secretary : Mr. Hitesh Deka, Principal,
K.C. Das Commerce College
- Members :
 - Mr. Jatin Chandra Nath
 - Mrs. Senehi Begum
 - Mr. Dwipen Bania
 - Mrs. Minati Chaudhury
- G.U. Representative :
 - Dr. Srinath Barua
 - Dr. Haren Chaudhury
- Teachers' Representative :
 - Dr. Ashima Sarma Bora
Dept. of Management
 - Mr. Bijoy Kalita
Dept. of Accountancy
- Non-Teaching Representative :
 - Mr. Prasanta Kr. Deka
Librarian

STUDENT AWARD

The Government of Karnataka and the U.S. Dept. of Education will jointly sponsor a program of student exchange between the Government College of Arts, Science and Commerce, Mysore and the University of Florida, Gainesville, Florida, U.S.A. for the year 1974-75. The program will be for a period of one year and the students will be given a stipend and a living allowance.

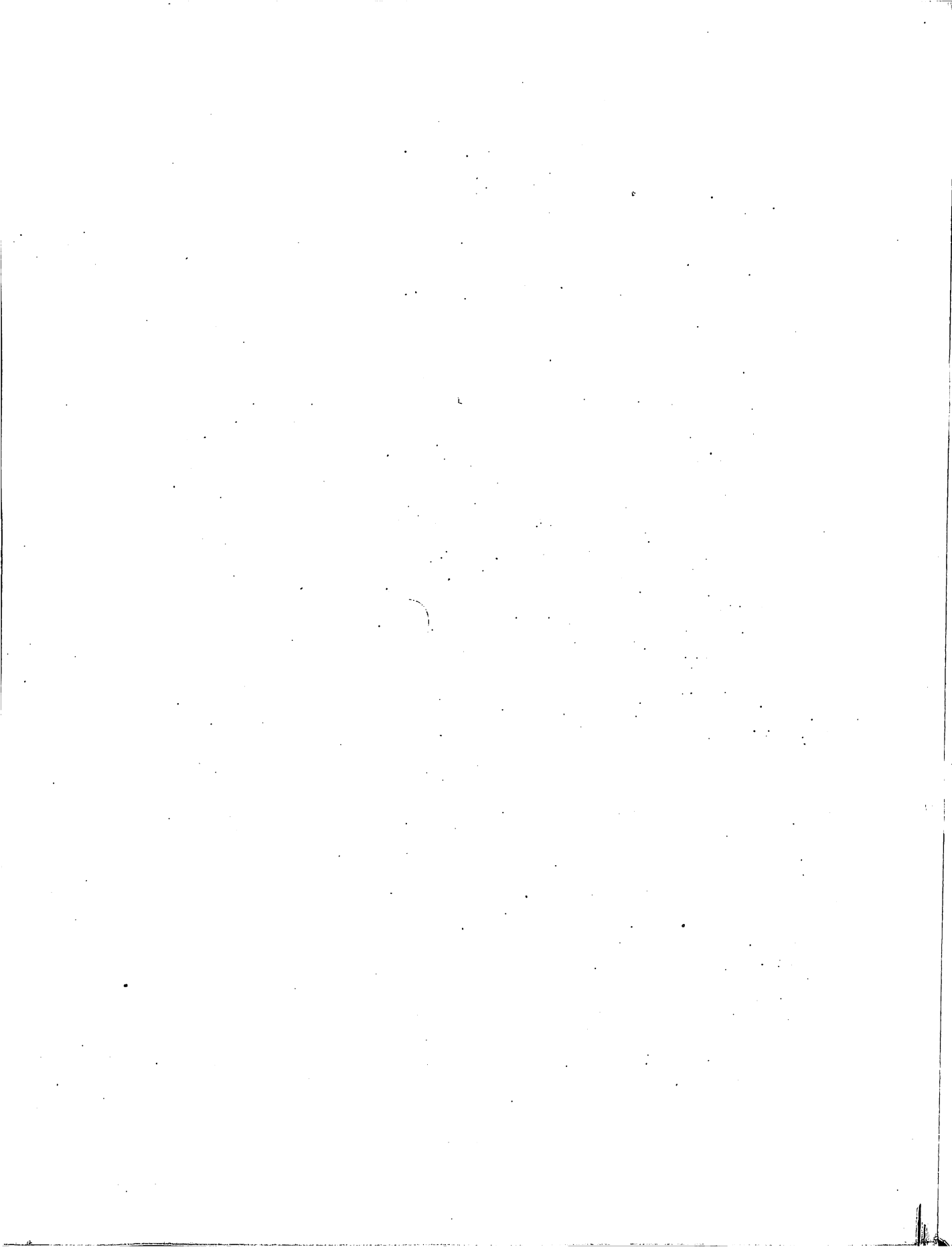
For more such opportunities to be benefitted by the kind of admission...

AWARDS

SECTION SEVEN

Swami Vivekananda Day Award

Swami Vivekananda Day award will be presented to the best Higher Secondary School in the Government College.



INCENTIVES TO MERITORIOUS STUDENTS

Students securing "Star Marks" in the H.S.L.C. and H.S. Final Examinations will enjoy the opportunity to seek admission in K.C. Das Commerce College free of cost.

Similarly, any student securing 75% marks in H.S. 1st Year, B. Com. 1st year and B. Com 2nd year examinations will get the same advantage.

The college will bear all such expenses to be incurred at the time of admission.

AWARDS

Dr. Prafulla Chaudhury Award

Dr. Prafulla Chaudhury award will be presented to the Best Graduate of K.C. Das Commerce College.

Sarat Chandra Das Award

Sarat Chandra Das award will be presented to the Best Higher Secondary Scholar of K.C. Das Commerce College.

N.B. : A minimum of 60% marks has to be secured to qualify for the above mentioned awards.

K. C. DAS COMMERCE COLLEGE
GUWAHATI, ASSAM - 781 008

TELEPHONE : (0361) 2525114

FAX : (0361) 2606312

E-mail : kcdcc@sify.com