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K. C. Das
Commerce College

Prospectus 2012-13

Vision

We want to become one of the best commerce colleges of the country. We will impart value-creating education to tap the innate potential of every student. Our teachers and students must shine in society as role models of honesty, integrity, civilized discourse and behaviour. We see in them persons who are unfazed in the event of prosperity or decline. The college will be a model institution of harmony, friendship and integration.

We intend to make our students and teachers responsible international citizens, who will cherish a global outlook throughout their lives. We hope to instill in them a scientific spirit of inquiry and a value system that will make them understand the power of ideas and argument and that of continuous learning.

Mission

MOTTO

Wisdom is Sublime

MESSAGE

A warm welcome to K.C.Das Commerce College, Guwahati.

I assure everyone that whoever is going to pass through the portals of K C. Das Commerce college will have an opportunity to gain the best learning practices from a panel of dedicated and experienced faculty members. The college has experienced faculty, a state of art infrastructure, an excellent ambience and an efficient administration.

Our strength and uniqueness lie in our ability to integrate theories with practice.

Today, K.C.Das Commerce college aspires to be a centre of excellence that nurtures intellectual and academic striving, vibrant extra curricular activity, outreach initiatives and civic engagements. It is our vision to become one of the best commerce colleges in the country, a dream which can be realized with your cooperation.

Our aim is to enable our young students to go out into the world to meet their destiny with confidence and assurance of making their voice count even as they address the great questions of their times and tackle practical problems .

We also aim to inculcate the idea in the student's minds that to take on tomorrow you simply have to better today.

We invite you to explore the possibilities that K C. Das Commerce college has to offer and embark on a remarkable journey with us, and we look forward to help you to fulfill your ambition.

With best wishes

Dr. Swabera Islam

Principal i/c

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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 located.

The college was instituted with the financial assistance provided by the erstwhile President of the Governing Body, Sri Ramesh Chandra Chaudhury. It has been named in the cherished memory of his father, late Keshab Chandra Das, an educationist of repute, who was Inspector of Schools, Assam in the 1930s.

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

COURSES OF STUDY

CURRICULA FOR HIGHER SECONDARY (+2 STAGE IN COMMERCE)

Core subjects

- English
(100 marks each in both H.S. 1st year & H.S. 2nd year)

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

Compulsory Elective Subjects

- Business studies
- Accountancy

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

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

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

- Assamese
- Bengali
- Hindi

B.Com. Course Structure (Semester)

Duration : 3 years

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

SEMESTER I

General Papers

101 – Business Mathematics / Fundamentals of Insurance
(Business Mathematics is compulsory for Major)

Core Papers

102 – Financial Accounting – I

103 – Business Organisation & Entrepreneurship Development

104 – Indian Financial System

Specialised Papers

105 – Cost Accounting (Accy.)

105 – Human Resource Management (Mgt.)

105 – Rural and Micro Finance (Fin.)

105 – Internet and World Wide Web

SEMESTER II

General Papers

201 – Communicative & Functional English I / Functional MIL I

Core Papers

202 – Financial Accounting – II

203 – Principles of Management

204 – Business Statistics

Specialised Papers

205 – Management Accounting (Accy.)

205 – Human Resource Planning & Development (Mgt.)

205 – Micro Credit Institutions (Fin.)

205 – E-Commerce

SEMESTER III

General Papers

301 – Environmental Studies

302 - Communicative & Functional English II / Functional MIL II

Core Papers

303 – Corporate Accounting

304 – Direct Taxes

305 – Corporate Law

Specialised Papers

306 – Advanced Corporate Accounting (Accy.)

306 – Industrial Relations & Labour Laws (Mgt.)

306 – Financial Institutions & Markets (Fin.)

306 – Essentials of E-Commerce

SEMESTER IV

General Paper

401 – Business Economics

Core Papers

402 – Auditing & Insurance

403 – Indirect Taxes

404 – Financial Services

Specialised Papers

405 – Advanced Financial Accounting (Accy.)

405 – Cost & Management Accounting (Mgt.)

405 – International Banking (Fin.)

405 – Web-Designing

SEMESTER V

General Paper

501 – Business Environment

Core Papers

502 – Marketing Management

503 – Financial Management

504 – Regulatory Framework of Business - I

Specialised Papers

505 – Financial Statement Analysis (Accy.)

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

505 – International Trade (Fin.)

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

SEMESTER VI

General Paper

601 – Information Technology in Business

Core Papers

602 – Marketing of Service

603 – Modern Banking Practices

604 – Regulatory Framework of Business - II

Specialised Paper

605 – Project Report (Common for all Major Students)

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

CURRICULA FOR BCA COURSE

SEMESTER-I

- 1.1. Introduction to Computer Fundamentals and Programming
- 1.2. Communicative English.
- 1.3. Basic Electronics
- 1.4. Mathematics – I
- 1.5. Laboratory
- 1.6. Bridge course (for students coming from other than the Science stream)

SEMESTER -II

- 2.1. Data Structure and Algorithm
- 2.2. Computer Based Accounting and Financial Management.
- 2.3. Mathematics – II
- 2.4. ICT Hardware
- 2.5. Laboratory
- 2.6. Environmental Studies

SEMESTER-III

- 3.1. Operating System
- 3.2. Computer Organization and Architecture.
- 3.3. Database Management System.
- 3.4. Object Oriented Programming
- 3.5. Laboratory

SEMESTER- IV

- 4.1. Microprocessor and Assembly Language Programming.
- 4.2. Software Engineering

- 4.3. Programming in Java
- 4.4. Automata Theory and Languages
- 4.5. Laboratory

SEMESTER-V

- 5.1. Management Information System
- 5.2. Web Technology
- 5.3. Computer Networks.
- 5.4. Computer Oriented Numerical Methods and Statistical techniques
- 5.5. Laboratory

SEMESTER VI

- 6.1. Elective – I
- 6.2. Elective – II
- 6.3. System Administration using Linux
- 6.4. Project Work

Courses for Elective I

- 6.1.1. Queuing Theory and Optimization
- 6.1.2. Data Warehousing and Data Mining
- 6.1.3. GUI Programming

Courses for Elective II

- 6.2.1. Computer Graphics
- 6.2.2. Database Design and Programming
- 6.2.3. Compiler Design

CURRICULA FOR BBA COURSE

SUBJECTS

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 Scenerio
3. Business Statistics
4. Financial Accounting
5. Computer Applications

SEMESTER III

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

SEMESTER IV

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

SEMESTER V

1. Summer Project
2. Industrial Relations
3. Advertising and Sales Promotion
4. Working Capital Management
5. Consumer Behaviour and Retailing

SEMESTER VI

1. Sales and Distribution Management
2. Taxation Laws

3. Rural Marketing
4. Export Marketing
5. Entrepreneurship and Small Business Management

M.Com. 1st Semester

Total No. of Seats: 60

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

M.Com. Course Structure (Semester)

SEMESTER I

Common to all

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

SEMESTER II

Common to all

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

Specialisation: Group-A: Accounting & Finance

2.9 A: Financial Management & Control

2.10 A: Security Analysis & Portfolio Management

Specialisation: Group-B: Management & Marketing

2.9 B: Human Resource Planning & Management

2.10 B: Marketing Research & Consumer Behaviour

SEMESTER III

Common to all

3.11 Research Methodology

Specialisation: Group-A: Accounting & Finance

3.12 A: International Financial Management

3.13 A: Advanced Cost & Management Accounting

Specialisation: Group-B: Management & Marketing

3.12 B: Industrial Relations & Labour Laws

3.13 B: International Marketing

Dissertation - 200 marks = 12 credits

(Compulsory for all)

SEMESTER IV

Common to all

4.14 Strategic Management

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

4.15 Marketing of Services

4.16 Tax Planning

4.17 Project Management

4.18 Financial Services

4.19 Supply Chain Management

4.20 Basics of Micro Finance

4.21 International Business

4.22 Entrepreneurship Management

4.23 E-Commerce

Audit Course

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

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

3. Rural Marketing
4. Export Marketing
5. Entrepreneurship and Small Business Management

M.Com. 1st Semester

Total No. of Seats: 60

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M.Com. Course Structure (Semester)

SEMESTER I

Common to all

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

SEMESTER II

Common to all

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

Specialisation: Group-A: Accounting & Finance

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

Specialisation: Group-B: Management & Marketing

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

SEMESTER III

Common to all

3.11 Research Methodology

Specialisation: Group-A: Accounting & Finance

3.12 A: International Financial Management

3.13 A: Advanced Cost & Management Accounting

Specialisation: Group-B: Management & Marketing

3.12 B: Industrial Relations & Labour Laws

3.13 B: International Marketing

Dissertation - 200 marks = 12 credits
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SEMESTER IV

Common to all

4.14 Strategic Management

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

4.15 Marketing of Services

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4.20 Basics of Micro Finance

4.21 International Business

4.22 Entrepreneurship Management

4.23 E-Commerce

Audit Course

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

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

Courses available under Institute of Distance and Open Learning (IDOL), Gauhati University

B.A/ B.Com general courses with MIL(Assamese, Bodo, Nepali, Alt.Eng), English, Political Science, Education, Philosophy, Economics and History under distance mode.

The syllabus and the curriculum for the distance mode will be the same as those for the regular courses of Gauhati University

Interested students may contact Co-ordinator, IDOL, for detailed information (Phone no- 9864507838)



INFRASTRUCTURE

Library

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

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

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

The library opens for seven hours from 9.00 a.m. to 4.00 p.m. every day.

Computer Centre

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

Conference-cum-Seminar Room

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

Classrooms

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

ADMISSIONS

- Admission to the college is made strictly in order of merit and is governed by the college admission rules.
- The college follows the reservation policy of the Government and the segregation of seats as per quota are:
 - SC 7%
 - ST (Hills) 5%
 - ST (Plains) 10%
 - OBC/MOBC 15%
 - Physically disabled 2%
 - Extra Curricular Activities 2%
 - Freedom Fighter 2%

How to apply

- Application for admission should be made in the prescribed application form issued by the college office on payment of Rs. 200/-.

Eligibility

Higher Secondary (Two Year) Course

- 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

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

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. 100/- to AHSEC to obtain Eligibility Certificate.
- For admission to the B.Com. Course, students from other Boards within Assam (other than AHSEC) must pay a fee of Rs. 1020/- and students from other Boards outside Assam must pay a fee of Rs.1,520/- to Gauhati University to obtain Eligibility Certificate.

FEES STRUCTURE FOR THE SESSION 2012- 2013

Session Fees	Amount (Rs.)
1. College Enrollment fees	1200.00
2. College Examination fees	600.00
3. Library fees	200.00
4. College Magazine fees	150.00
5. Students' Union fees	250.00
6. Students' Welfare fund	100.00
7. Electricity	550.00
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. Educational and Cultural Trust	200.00
TOTAL	7000.00

Fees payable for admission into H.S. 1st Year

	SEBA students		Other Board students	
	Boys	Girls	Boys	Girls
I. Session fees	7000.00	7000.00	7000.00	7000.00
II. Tuition fees	600.00	--	600.00	--
III. Registration fees	50.00	50.00	50.00	50.00
IV. Identity Card	100.00	100.00	100.00	100.00
V. Eligibility Certificate	--	--	100.00	100.00
VI. Council Enrollment fees	15.00	15.00	15.00	15.00
TOTAL (Rs.)	7765.00	7165.00	7865.00	7265.00

Fees payable for admission into H.S. 2nd Year

	Boys	Girls
I. Session fees	6000.00	6000.00
II. Tuition fees	600.00	--
TOTAL (Rs.)	6600.00	6000.00

Fees payable for admission into B.Com. 1st Semester (A.H.S.E.C.)

	Without major	With major
I. Session fees	7000.00	7000.00
II. Tuition fees	720.00	840.00
III. Registration fees (including form charge)	370.00	370.00
IV. University Enrollment fees	200.00	200.00
V. Identity Card	100.00	100.00
TOTAL (Rs.)	8390.00	8510.00

Fees payable for admission into B.Com. 1st Semester (Other Board)

	From Assam	
	Without major	With major
I. Session fees	7000.00	7000.00
II. Tuition fees	720.00	840.00
III. Registration fees (including form charge)	370.00	370.00
IV. Eligibility Certificate	1020.00	1020.00
V. University Enrollment fees	200.00	200.00
VI. Identity Card	100.00	100.00
TOTAL (Rs.)	9410.00	9530.00

	Outside Assam	
	Without major	With major
I. Session fees	7000.00	7000.00
II. Tuition fees	720.00	840.00
III. Registration fees	370.00	370.00
IV. Eligibility Certificate	1520.00	1520.00
V. University Enrollment Fees	200.00	200.00
VI. Identity Card	100.00	100.00
TOTAL (Rs.)	9910.00	10030.00

Fees payable for admission into B.Com. 3rd and 4th Semester

	Without major	With major
I. Session fees	7000.00	7000.00
II. Tuition fees	720.00	840.00
III. University Enrollment fees	200.00	200.00
TOTAL (Rs.)	7920.00	8040.00

Fees payable for admission into B.Com. 3rd Year (Annual System)

	Without major	With major
I. Session fees	6000.00	6000.00
II. Tuition fees	720.00	840.00
III. University Enrollment fees	200.00	200.00
TOTAL (Rs.)	6920.00	7040.00

Fees payable for admission into M.Com. Course (1st Semester)

For students of Gauhati University

I. Session fees	7000.00
II. P.G. Establishment fees	1000.00
III. Identity Card	200.00
IV. Enrollment fees	200.00
TOTAL (Rs.)	8400.00

Fees payable for admission into M.Com. Course(1st Semester)

For students other than Gauhati University

	From Assam	Outside Assam
I. Session fees	7000.00	7000.00
II. P.G. Establishment fees	1000.00	1000.00
III. Identity Card	200.00	200.00
IV. Enrollment fees	200.00	200.00
V. Registration fees (including form charge)	370.00	370.00
VI. Eligibility Certificate	1020.00	1520.00
TOTAL (Rs.)	9790.00	10290.00

N.B. For second and subsequent semesters, M. Com students will have to pay session fees only.

Self – Financing Course

Fees structure for BBA and BCA Course: (Annually)

i.	From Assam (AHSEC)	32,000.00
ii.	From Assam (Other Board)	33,000.00
iii.	Outside Assam (Other Board)	36,000.00

Note

- The course curriculum to be followed is strictly the one prescribed by the Gauhati University.



SCHOLARSHIP, AWARDS AND INCENTIVES

SCHOLARSHIPS

- National Scholarship (All India basis)
- State Merit Scholarship
- SC/ST Scholarship
- OBC/MOBC/Ex-Tea Garden Labour Scholarship

These scholarships are awarded by the Government on receipt of completed application submitted through the college. Certificates of caste and of parent's income duly attested by a competent authority must accompany the application form.

AWARDS

Dr. Prafulla Chaudhury Award

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

Sarat Chandra Das Award

A cash award of Rs.5000/- (Rupees Five Thousand only) funded by the family of Late Sarat Chandra Das, son of Late K.C.Das is given to the Best Higher Secondary Scholar of the college.

N.B.-A minimum of 60% marks has to be obtained in order to qualify for these awards.

STUDENTS WELFARE FUND AND FEE CONCESSION

The Students Welfare Fund renders financial assistance to needy students towards their tuition fees. On application to the Principal, an

amount not exceeding the annual tuition fees is granted to the needy students, whose father's / guardian's annual income does not exceed Rs. 3600/- (Rupees three thousand and six hundred only). The college also gives financial aid to students affected by natural calamities like earthquake, flood etc. Monetary support is also extended to students participating in various competitions at the State, National or International level.

FACILITIES OFFERED

College Uniform

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

Day Care Centre

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

Travel Concession

Students can avail travel concession for their journey homewards and back to the institution only during vacations. Air travel concession is also allowed.

Canteen

The college canteen provides refreshments for the staff and students.

Gymnasium and Recreational Hall

The college has a Gymnasium & Recreational Hall, which is kept open for the students during college hours.

Parking

There is an enclosure for parking vehicles separately for both the college staff and students in the area earmarked for the purpose in the campus itself.

Drinking water

Purified drinking water is available for all in the college campus.

Book Store

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

Photocopier Point

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

Activities other than academic

- National Cadet Corps and Assam State Bharat Scout
- 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, Deptt. Of BBA and BCA
- All Assam Inter-College and Inter-University Music Competition, an annual activity
- College Foundation Day Lecture, an annual event
- Information and Career Guidance
- K.C.D.C.C. Women's Cell

The K. C. Das Commerce College Women's Cell was established on 19th Nov, 2005 and was formally inaugurated on 7th Feb, 2006. The Cell comprises of teaching, non-teaching staff and female students in particular. A fee of Rs-50/- is to be paid by every girl student at the time of admission. The amount hereby collected will be deposited in an audited bank account.

Faculty Members and Staff

Principal (i/c): Dr. Swabera Islam, 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.
- Md. Safiqul Haque, M.Com.
- Mr. Manoj Kr. Kedia, M.Com.
- Mr. Bikash Kr. Jain, M.Com., B.Ed.

Department of Management

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

Department of Finance

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

Department of Economics

- Dr. Swabera Islam (HOD), M.A., Ph.D.
- Dr. Jayoshree Dam Paul Choudhury, M.A., LL.B., Ph.D.
- Ms. Upasana Chakravarty, M.A., M.Phil.
- Md. Deluwar Hoque, M.A.

Department of Mathematics and Statistics

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

- Ms. Chandana Goswami, M.Sc., M.Phil.

Department of English

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

Department of Assamese

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

Department of Hindi

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

Department of Bengali

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

Department of Information Technology

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

Department of BBA and BCA

- Mr. Bapan Kalita, M.SC. (Double), M. Phil.
- Ms. Chandrima Goswami, M.A.
- Ms. Ritumoni Talukdar, M.B.A. (Finance), M.Com.
- Mr. Tabiruddin Ahmed, M.Sc. (Computer Sc.)
- Ms. Jurimoni Kalita, M.Sc. (Computer Sc.)

Department of M.Com.

- Mr. Dipankar Malakar, M.Com.

Librarian

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

Non-Teaching Staff

- Syed. Afzal Hussain, Senior Assistant
- Mr. Paresh Kalita, B.A., Junior Assistant
- Ms. Saraju Kakati, B.A., Junior Assistant
- Ms. Rina Das, Junior Assistant

- Mr. Ratul Medhi, Junior Assistant
- Ms. Barnali Choudhury, Junior Assistant
- Mr. Kalyan Sarma, B.Sc., Junior Assistant
- Mr. Manoj Kalita, B.A., Junior Assistant
- Ms. Jyotikona Choudhury, M.L.I.Sc, M.Phil. Assistant Librarian
- Mr. Prafulla Ch. Barman, Grade-III (Retd. UDA)
- Mr. Hemanta Ch. Deka, Grade IV
- Mr. Hemen Deka, Grade IV
- Mr. Hemen Barman, Grade IV
- Mr. Girish Deka, Grade IV
- Mr. Siba Charan Das, Grade IV
- Mr. Dipak Rajbanshi, Grade IV
- Mr. Ratul Deka, Grade IV
- Mr. Munindra Deka, Grade IV
- Mr. Rajesh Rajbanshi, Grade IV
- Mr. Tilok Bora, Grade IV

Roll of Honors

Higher Secondary

2012	Ms. Vinita Singhi	4 th Position
2011	Ms. Nikita More	2 nd Position
	Mr. Ritesh Rajgariah	10 th Position
2010	Ms. Payal Chakraborty	9 th Position
	Mr. Nikunj Agarwal	State Highest in Banking
2009	Ms. Venisha Jain	9 th Position
	Ms. Pooja Jain	10 th Position & State Highest in Banking
2008	Ms. Sunaina Jain	4 th Position
	Ms. Monti Agarwal	5 th Position
	Ms. Jayshree Sharma	State Highest in Banking

Bachelor of Commerce

2008	Ms. Gunjan Harlalka	First Class First in Management
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Admission Schedule for the Session 2012-2013 _____

- Issue of Application Forms : 7th June, 2012
- Submission of Forms (Last Date)
 - B. Com 1st Semester : 13.06.2012
 - H. S. 1st Year : 22.06.2012
 - B.B.A. 1st Semester : 22.06.2012
 - B.C.A. 1st Semester : 22.06.2012
- Date of Admission
 - H. S. 1st Year : 26.06.2012
 - B. Com 1st Semester : 17.06.2012
 - B.B.A. 1st Semester : 27.06.2012
 - B.C.A. 1st Semester : 27.06.2012
 - M. Com 1st Semester : After declaration of B.Com Final Exam, 2012
- Time of Admission : 10.30 a.m.
- Date of Commencement of classes
 - B. Com 1st Semester : 21.06.2012
 - H. S. 1st Year, B.B.A., B.C.A. 1st Semester : 01.08.2012

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.
- Students are required to safeguard the property of the college. A mass penalty of Rs. 500/- will be imposed for destroying the same.
- Smoking and chewing of paan masala is not allowed inside the college campus. Students caught spitting in the classrooms, toilet or staircases will be severely punished. A mass penalty of Rs. 500/- will also be imposed for such acts of gross indiscipline.

Class Attendance

- Students are expected to attend at least 75% of lectures total delivered.
- Students having less than 75% attendance will be declared “Discollegiate” and will be debarred from appearing in the Final examination.

Rules regarding College Internal Examination

- There will be two compulsory Unit tests for all classes.
- Students are required to secure at least 30% aggregate marks in the Test Examination in order to appear in the Final Examination. Admit cards will not be issued to those who fail to obtain the desired percentage of marks.
- Report Cards also indicating the total number of classes attended will be issued after every internal examination.

Dress Code

- White shirt and navy blue long trousers for boys.
- White salwar, navy blue and white checked 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.

Other Fees :

- Casual Admission Fees for unsuccessful students Rs. 1000/-
- Duplicate Identity Card Rs. 100/-



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