PROSPECTUS

SESSION: 2023-24

K. C. Das Commerce College

Guwahati:781008, Assam

www.kcdccollege.ac.in

COURSES OFFERED:

H.S. (Commerce)

B.Com. with Major Subjects in

- Accountancy
- Finance
- Human Resource Management
- Marketing Management

BBA

BCA

B.Sc.   Eco.-Stats.-Maths.

B.A.   Economics Major

M.Com.

PGDCA

DISTANCE EDUCATION:

- IGNOU
- GU- CDOE
- MOOCs (Institutional)
- Online Certificate Courses (Institutional)

VALUE ADDED COURSES:

- CA-Foundation Course
- CS- Oral Tutorial Classes
- Certificate Course in Service Marketing Management
- Online Certificate course in NGO Management
- Certificate Course on Personality Development and Hospitality Management
- Certificate Course on Capital Market & Stock Broking
- Certificate Course on Green Banking
- Certificate Course on Taxation
- Certificate in Computer Fundamentals
- Certificate Course on E-Commerce
- Certificate Course on Computer Hardware
- Certificate Course on C&C ++ Programme.
- Certificate on Tally
- Certificate Course on Linux Apache MySQL PHP
  (It is very essential to take one course by all students)

Vision

K. C. Das Commerce College was established with the vision of catering to the need of Commerce education at the tertiary level to tap the intrinsic potential of aspiring youths of the State. The College aspires to uphold the ethos of national policies of education, stay relevant across time and contribute towards nation building and development. The College seeks to make the students courageous enough to appreciate creativity, inclusiveness, innovation, integrity and quality as well as hardworking enough to acquire these traits, be skillful, employable and adapt to the contemporary challenges. The College desires to promote excellence in teaching, research, interdisciplinary education, leadership and outreach. Our cooperation of instinct and intellect founded upon human values strolls perfectly with our motto: 'To Strive, To Seek, To Learn and not To Yield.'

Mission

Since its inception, our College has been committed to foster individuals realize the ethics reflected in the College's vision. In the new millennium, missions of our College are:

- To enrich students through quality education and thereby empower them.
- To be a model learning institution with a working environment in which the quality of life, mutual support and teamwork on campus are rich and participatory.
- To make higher education accessible to the underprivileged section of the society.
- To encourage students develop and realize their innate potential in co-curricular fields through participation in cultural, extension, literary, sports activities etc.
- To emphasize on sustaining interdisciplinary research and education not only within and across academic fields, but also across institutional, national and cultural boundaries.
- To work hard and stay relevant under any education regime and achieve scholastic brilliance to meet the needs and expectations of the society.
- To sensitize students play a constructive role and contribute towards nation building with honesty, integrity, civilized discourse and good behaviour.
- To enable the guardians to assess their own children and help them to reach their full potential.
- To help teachers improve themselves through self-assessment and professional development

Goals and Objectives:

- In order to realize our Vision and Mission, certain goals and objectives have been outlined:
- Encourage students carry out self assessment and share the needs if any, with teachers and Principal.
- Provide extra academic support to students to better their previous results.
- Provide opportunities of education, skills enhancement and employability through regular and value added courses and tutorials.
- Enhance learning of the students through innovative educational environment.
- To enable students to develop a sense of culture, patriotism and morality through human values.
- Encourage students develop and realize their innate potential in co-curricular fields through participation in cultural, extension, literary, sports activities etc.
- To encourage and develop research culture among the faculty members.

Motto

To Strive, To Seek, To Learn and not To Yield

Let's break it down:

To Strive refers to the act of engaging with meaning or getting involved in one's life to ensure a better living.

To Seek refers to the desire to obtain or achieve something worthwhile in life. It is the act of seeking something that would enrich our lives and give us joy and satisfaction.

To Learn refers to the act of acquiring knowledge or expertise by understanding facts or ideas. Learning is a continuous process which helps to gain new experiences and handle a wide range of challenges with clarity and confidence.

And Not to Yield denotes our ability of not to give-up, but to keep going or move forward despite the challenges and adversities of life.

Words from the Principal……

Education helps in harnessing one's latent potential to the maximum. Consequently, the individual does not develop alone. Society, nation and at times humanity, all benefit from education. Following promulgation of the National Education Policy (NEP) 2020, educational framework of the Nation is all set for a paradigm shift and better outcome. NEP 2020 desires to develop good human beings capable of rational thought and action, possessing compassion, empathy, courage, resilience and, scientific temper. This policy envisions an education system rooted in Indian ethos where high-quality education can make India a global knowledge superpower, develop among the students a deep sense of respect towards the Fundamental Duties, Constitutional values, understanding of sustainable development and living and, global well being.

K. C. Das Commerce College is one of the premier learning centres catering to tertiary education in Commerce and other allied disciplines, not only in Assam but also in North East India as well. The College offers programmes like Higher Secondary, B.Com., B.B.A., B.C.A., B.A. with Economics Major, B.Sc. (Regular) at UG level and, PGDCA and M.Com. at the PG level. As on today, the College attracts students from all across the North East as well as other parts of India. The College has a Department of Value Added Education which offers various Certificate Courses and Counseling Sessions for professional courses like CA and CS. Certificate Courses are offered online and are not restricted to students of the College itself. In fact, our self developed online infrastructure caters to teaching, learning and evaluation as well. Already two institutional MOOC Courses are available online.

In its 40 years of existence, K. C. Das Commerce College has been able to carve out a respectable forte for itself, by virtue of dedicated and persistent hard work of all the stakeholders, particularly the teachers. The College desires and works hard to provide a good and progressive learning environment. In B. Com final year university examinations held last year 522 students secured First Class out of 545 appeared candidates. In BCA, 22 candidates secured first class out of 24 appeared while in BBA 46 candidates secured first class out of 51 appeared. Varhsa Bothra secured first rank in the State in the recently declared H.S. Final Examination results by AHSEC thereby bringing glory to the College. The College equally boasts of having students who participated in international and national level championships. Our students have been our ambassadors and they are disseminating our success stories in various spheres of the society both within and across borders.

Education in K. C. Das Commerce College is not only restricted to classrooms and the prescribed curriculum. Our endeavour is to facilitate the students with an environment that enables them to identify their latent talents in both scholastic and co-scholastic domains. Academically, students are exposed to different modes of learning through industrial exposures, field works, guest lectures, seminars, skill based workshops, webinars and interaction with entrepreneurs and experts from the corporate world. Our Career Counselling Unit thrives hard to take care of the needs of interested students. Recently, the College has been allotted a Skill Hub under the PMKVY 4.0 by the Government of Assam.

Stakeholders are working hard to fulfill the targets set in the Institutional Perspective Plan. The College is all prepared to develop into a high quality multi-disciplinary institution.

With this background and mindset, the College is all set to accept and implement the Four Year Under-Graduate Programme (FYUGP) as per UGC's Curricular Framework under Gauhati University from the upcoming academic session.

Our motto is 'To strive, to seek, to learn and not to yield'. I invite all the bright minds to explore the scope that our College can offer. "*Aano bhadra krtavo yantu vishwatah*" : **'Let noble thoughts come from all directions.'** This profound conception from the 'Rigveda' illustrates the recognition of limitless learning in the Vedic Period. We desire and work hard to create a similar learning environment. Our dream is to develop K.C. Das Commerce College into a nationally renowned multidisciplinary institution of knowledge. We are determined to achieve our goals and I welcome you to be a part of our TEAM.

With best wishes,
Dr. Hrishikesh Baruah, M.Sc., Ph.D.
Principal
K. C. Das Commerce College

CONTENTS

The College…

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 at Bharalumukh, Guwahati. Subsequently, on 30th November 1994, the College shifted to its permanent campus at Chatribari where it is presently situated.

The College was started with the financial assistance provided by prominent industrialist, Late Sri Ramesh Chandra Chaudhury who agreed to a request made by a few well-known educationists and social workers like Prof. Tarini Kanta Baruah, Prof. Dhirendranath Kalita, Prof. Bhupen Deka and Mrs. Minati Chaudhury to support the Institution. The College has been named in the cherished memory of his father, Late Keshab Chandra Das, an educationist of repute during the British era.

Today, the College offers programmes like Higher Secondary, B. Com., with honours in Accountancy, Finance, Human Resource Management, Marketing Management, B.A with Economics Major, B.Sc. with Economics -Statistics - Mathematics combination, BBA, BCA, M.Com., PGDCA, IGNOU and MOOC. Apart from H.S. and B.Com., all other Courses are Self-Sustainable. The College also has a Value-Added Education Department which offers various Certificate Courses and Counselling Sessions for professional courses like CA and CS. Presently, the College has fourteen departments and imparts learning to approximately three thousand students with an efficient and dedicated teaching staff. The Research and Development Cell of K. C. Das Commerce College works on two fronts: community research and I.T. development….hub.

Education in K. C. Das Commerce College is not simply restricted to classrooms and the prescribed curriculum. Our endeavour is to facilitate the students with an environment that helps them to identify their latent talents and develop their inherent abilities. The College has a very vibrant Career Guidance and Placement Cell with a Skill Hub to take care of the needs of the students and is associated with Assam Skill Development Mission of the Government of Assam, JACEEX (Japanese Centre of Excellence) and Institute of Company Secretaries of India (ICSI). The Internal Quality Assurance Cell (IQAC) which was established on 16th June, 2003 initiates, plans and supervises various activities which are necessary to ensure a quality culture at the institutional level. On 19th and 20th May 2023 the College was assessed by the National Assessment and Accreditation Council (NAAC).

Our institution has traversed quite a long distance and amidst various ups and downs. The performance of our students at Higher Secondary and Degree Level has shown remarkable improvement. Since 2008, our students have occupied top positions every year. The pass percentage which usually stands above 90 is always above University pass percentage. We remain deeply committed in our endeavour to establish ourselves as one of the foremost institutions dedicated to commerce education in the country.

We have an active and responsible registered Alumni Association. The College takes pride in its alumni, many of whom are serving our nation by holding responsible positions in various fields all over the country and abroad.

In its 40 years of existence, K. C. Das Commerce College has been able to carve out a respectable niche for itself by virtue of the relentless hard work of all the stakeholders. Today, we attract students from not only the North East, but from other parts of India and neighbouring countries as well.

ROLL OF HONOURS

K. C. DAS COMMERCE COLLEGE

YEAR	PROGRAMME	POSITION	NAME OF RANK HOLDER	NO. OF 1st CLASS HOLDERS	PASS % OFAHSEC/ GU	PASS % OF COLLEGE
2013	HIGHER SECONDARY	3rd	Pratibha Kabra	164	80.08	96.77
		10th	Somnath Chatterjee			
	B.COM.	3rd (Management)	Payal Chakraborty	72	93	98
		4th (Finance)	Gulshan Khatun			
		5th (Finance)	Priyanka Mandal			
	BBA	College Topper	Ranjita Sarma	03	52.84	60
	BCA	College Topper		02	61	100
	M.COM.	10th	Sonali Mahanta		--	96
2014	HIGHER SECONDARY	8th	Sweta Agarwal	185	82.72	98.37
		10th	Kushal Rajgariah			
		10th	Reshma Jain			
	B.COM.	College Topper	Kaushik Paul	178	76.6	97.37
	BBA	1st	Arnab Banerjee	22	--	90
		9th	Farhana Naag			
	BCA	College Topper	Niketa Roy, Sneha Das	02	58	100
	M.COM.	College Topper	Simi Borgohain	40	--	100

Year	Course	Rank	Name			
2015	**HIGHER SECONDARY**	1st	Sweta Agarwal	196	81.82	97.5
		2nd	Ankit Kedia			
		3rd	Ankit Patowari			
		6th	Shreya Agarwal			
		7th	Abhishek Das			
		9th	Vandana Jain			
		10th	Ishika Agarwal			
	B.COM.	College Topper	Anil Kothari, Asmita Bhattacharjee, Kanchan Kumari	163	94.71	97.4
	BBA	5th	Farhat Parbin	16	73.33	91.67
		7th	Anirban Chakraborty			
	BCA	College Topper	Mukta Bhura	07	71	100
	M.COM.	College Topper	Debaleena Paul	44	--	96
2016	**HIGHER SECONDARY**	7th	Anjali Gupta	249	86.10	98.7
		10th	Garima Sharma			
	B.COM.	College Topper	Pratibha Kabra	168	93..28	97.30
	BBA	1st	Puja Agarwal	11	53.07	64
	BCA	College Topper	Santosh Sharma, Mridupawan Mazumdar	08	49	100
	M.COM.	5th	Purnima Newar	40	--	98
		10th	Kamaljit Bordoloi			

2017	**HIGHER SECONDARY**	1st	Prashant Goel	255	82.72	96.49
		3rd	Pinkey Debnath			
		5th	Khushali Agarwal			
		6th	Pravin Nagori			
		6th	Nimisha Sharma			
		9th	Abhishek Jain			
		9th	Madhu Jain			
		10th	Natasha Jain			
	B.COM.	College Topper	Navin Bothra	157	92.8	98.8
	BBA	College Topper	Neha Jain	08	59.25	34.49
	BCA		NOT APPEARED			
	M.COM.	College Topper	Papiya Sannyashi	41	--	93
2018	**HIGHER SECONDARY**	College Topper	Binit Jain	186	84.64	97.5
	B.COM.	College Topper	Jyoti Jain	187	91.26	94.31
	BBA	9th	Siddharth Jain	10	68.10	86.95
	BCA	College Topper	Poonam Devi	07	67	75
	M.COM.	College Topper	Sudeshna Dey	36	--	96

2019	**HIGHER SECONDARY**	2nd	Ayushi Jain	250	86.70	99.50
		7th	Hansika Chawla			
		8th	Disha Jain			
		10th	Muskaan Pachisia			
		10th	Ishika Agarwal			
		10th	Jagruti Sethia			
	B.COM.	College Topper	Ankita Poddar, Durga Kumari, Snigdha Taran	366	83.92	77.02
	BBA	4th	Ashish Sankhala	04	--	44.44
	BCA	College Topper	Nikita Agarwal	14	--	93
	M.COM.	College Topper	Annie Mazumdar	31	--	97
2020	**HIGHER SECONDARY**	10th	Sakshi Golchha	219	78.28	100
	B.COM.	3rd	Pinkey Debnath	392		83
	BBA	2nd	Begum Lutfa Shirin	19	39.08	43.1
		3rd	Preeti Pareek			
		5th	Kalpana Tiwari			
		7th	Nishika Jalan			
	M.COM	4th	Sanjay Mahato	48	--	92.9
		5th	Manashi Choudhury			
		7th	Dipshikh Chakraborty			
		7th	Himani Tater			
		7th	Neha Khaduria			
		8th	Paulami Gupta			
		9th	Mamta Baruah			
		9th	Shreya Agarwal			
		10th	Priyanka Dey			
		10th	Sanjay Chakraborty			

Year	Course	Rank	Name			
2021	HIGHER SECONDARY	--	No Ranks issued by AHSC	318	99.95	100
	B.Com.	College Toper	Ankita Kohli (CGPA-8.89)	410	50.01	86.13
	BBA	College Toper	Khushi Jain(77.16)	19	52.81	44.68
	BCA	College	Rohit Lodh (CGPA-8.80)	23	43.33	86.20
	M.COM	GU Rank 9th	Debopriya Kar	18	54.49	85.19
		GU Rank 10th	Riya Jain			
2022	HIGHER SECONDARY	State Rank 6th	Deepak Lodha	244	87.26	97.00
		State Highest	Accountancy & Hindi			
	B.Com.	College Toper	Ayushi Jain (CGPA-8.93)	522	82.94	96.15
	BBA	GU Rank 3rd	Nandini Saraf	40	66.39	97.95
		GU Rank 9th	Priya Gaggar			
	BCA	College Toper	Yashna Khakholia (CGPA-8.84)	22	65.71	91.67
	M.COM	College Toper	Manisha Shah (CGPA-7.55)	19	61.21	48.00
2023	HIGHER SECONDARY	State Rank 1st	Varsha Bothra	191	79.57	95.00
		State Highest	Accountancy & BMST			

COURSES OF STUDY

Course Name	Duration	No. of Semesters
Higher Secondary under AHSEC	2 years	--
Bachelor of Commerce (B. Com.) under GU (With Major in Accountancy, Finance, Human Resource Management, Marketing Management)	3/4 years	6/8
Bachelor of Arts (B.A. Major in Economic) under GU	3/4 years	6/8
Bachelor of Science (B. Sc. Regular) under GU	3/4 years	6/8
Master of Commerce (M. Com) under GU	2 years	4
Bachelor of Business Administration (BBA) under GU	3/4 years	6/8
Bachelor of Computer Application (BCA) under GU	3/4 years	6/8
Post-Graduate Diploma in Computer Application (PGDCA) under GU	1 year	2
B. Com. Under GU-CDOE	4 years	8
M. Com. Under GU-CDOE	2 years	4
BCA under GU-CBOE	4 years	8
M. Com. Under IGNOU	2 years	4
MBA under IGNOU	2 years	4
B. Com. Under IGNOU	3 years	6
Post-Graduate Diploma in Event Management (PGDEVM) under IGNOU	1 year	2
MOOC	--	--

All courses other than Higher Secondary and B.Com. are Self-Sustainable Courses. However, this does not apply to courses run through distance mode.

Student applying for admission into 1st Semester of Self-Sustainable Courses (BA, B.Sc. BBA, BCA, PGDCA and M.Com) have to submit their application at college portal only(www.kcdccollege.ac.in)

ELIGIBILTY CRITERIA

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.

B. A. 1st Semester with Economics Major

A student who has passed Mathematics at the Class XII level is eligible for admission (However not to deprive students, who are currently at Higher Secondary level without Mathematics as one subject and who has been considering to opt for Economics (Major / Honours) course, this eligibility criterion will be in force only from the third year of implementation of the syllabus.

B.Sc. 1st Semester with Eco-Stats-Maths combination

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

BBA 1st Semester

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

BCA 1st Semester

Any student who has passed the Higher Secondary Examination in Arts, Science or Commerce can apply.

M.Com. 1st Semester

A student who has passed the B.Com. Examination of Gauhati University or any other University with Major is eligible for admission into M.Com. 1st Semester class.

PGDCA

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

Distance Education

(A) For IGNOU Courses and other information, contact:
- *Dr. Bhababhuti Sarma, Coordinator (98640 67897)*

(B) For GU- CDOE Courses and other information, contact:
- *Dr. Safiqul Haque, Coordinator (81360 86480)*
- *Ms. Pallavi Kakati, Assistant Coordinator (60014 00271)*

INTAKE CAPACITY

Course Name	Total Seats
H.S. 1st Yr.	300
B. Com. 1st Sem. (with major in Accountancy, Finance, Human Resource Management and Marketing Management.)	750
B.A. 1st Sem. (Hons. in Economics)	30
B. Sc. 1st Sem. (Regular course with Eco-Stat- Maths Combination)	50
BBA 1st Sem.	60
Computer Science 1st Sem.	25
M. Com. 1st Sem.	60
PGDCA 1st Sem.	40

COURSE CONTENT

HIGHER SECONDARY (1+1)

CORE SUBJECTS
English (100 marks each in both H.S. 1st year & H.S. 2nd year)
Modern Indian Language (Assamese / Bengali / Hindi)
(100 marks each in both H.S. 1st year & H.S. 2nd year)

COMPULSORY ELECTIVE SUBJECTS
Business Studies (100 marks each in both H.S.1st year & H.S. 2nd year)
Accountancy (100 marks each in both H.S. 1st year & H.S. 2nd year)
Economics (100 marks each in both H.S. 1st year & H.S. 2nd year)

OPTIONAL ELECTIVE SUBJECT (ANY ONE OF THE FOLLOWING)
Finance / Computer Science and Application / Business Mathematics and
Statistics / Mathematics (100 marks each in both H.S. 1st year & H.S. 2nd year)

Four Year Under Graduate Programme (FYUGP)
BACHELOR OF COMMERCE (B.COM.)

Semester I

Core 1(4)	Business Organisation and Management
Core 2(4)	Financial Accounting
Core 3(4)	Indian Financial System
Multi Dis. 1 (3)	Business Mathematics
VAC1(3)	Environment Studies
AEC1(4)	MIL/English (Alt.)

Semester II

Core 4(4)	Corporate Accounting
Core 5(4)	Principles & Practice of Management
Core 6(4)	Principles of Marketing
Multi Dis. 2 (3)	Business Economics
Sec 1 (3)	Information Technology in Business
AEC-2(4)	Business Communication

Compulsory
Semester III

COM-HC-3016	Computer Applications In Business	Core Course C-5
COM-HC-3026	Income-tax Law and Practice	Core Course C-6
COM-HC-3036	Management Principles and Applications	Core Course C-7

Any one of the following

COM-GE-3046 (A)	Business Statistics/	Generic Elective (GE)-3
COM-GE-3046 (B)	Operation Research In Business	

Any one of the following

COM-SEC-HC-3054 (A)	Entrepreneurship/	Skill-Enhancement Elective Course (SEC)-1
COM-SEC-HC-3054 (B)	New Venture Planning	

Semester IV

COM-HC-4016	Cost Accounting	Core Course C-8
COM-HC-4026	Business Mathematics	Core Course C-9
COM-HC-4036	Human Resource Management	Core Course C-10

Any one of the following

COM-GE-4046 (A)	Indian Economy/	Generic Elective (GE)-4
COM-GE-4046 (B)	Micro Finance	

Any one of the following

COM-SEC-HC-4054 (A)	E-Commerce/	Skill-Enhancement Elective Course (SEC)-2
COM-SEC-HC-4054 (B)	E-Filing of Returns	

Semester V

COM-HC-5016	Principles of Marketing	Core Course C-11
COM-HC-5026	Fundamentals of Financial Management	Core Course C-12

DSE-1   **Discipline Specific**
(Any one of Group A other than the subject selected under DSE-2)

DSE-2   **Discipline Specific**
(Any one of Group A other than the subject selected under DSE-1)

Discipline Specific Elective (DSE)

Group A

COM-DSE-HC-5036 (A)	Management Accounting
COM-DSE-HC-5036 (B)	Advanced Financial Accounting
COM-DSE-HC-5036 (C)	Advertising
COM-DSE-HC-5036 (D)	Banking
COM-DSE-HC-5036 (E)	Computerised Accounting System
COM-DSE-HC-5036 (F)	Indian Financial System

Semester VI

COM-HC-6016	Auditing and Corporate Governance	Core Course C-13
COM-HC-6026	Indirect Tax Laws	Core Course C-14

DSE-3   **Discipline Specific (DSE-3)**   11

(Any one of Group B other than the subject selected under DSE-4)

DSE-4   **Discipline Specific (DSE-4)**
(Any one of Group B other than the subject selected under DSE-4)

Discipline Specific Elective (DSE)
COM-DSE-HC-6036 (A)   Fundamentals of Invest
COM-DSE-HC-6036 (B)   Consumer Affair and Customer Care
COM-DSE-HC-6036 (C)   Advanced Corporate Accounting
COM-DSE-HC-6036 (D)   International Business
COM-DSE-HC-6036 (E)   Industrial Relation and Labour Laws
COM-DSE-HC-6036 (F)   Business Research Methods and Project Work

B.A. IN ECONOMICS (Major)

Four Year Under Graduate Programme (FYUGP)
DEPARTMENT OF ECONOMICS
B.A/B.Sc. Major in Economics

						Total Credit
	First Year (leading to Certificate)					
	CORE A1 (4)	*CORE B1 (4) & CORE C1 (4)*	*MULTI-DISCIPLINARY 1 (3)*	*VAC 1 (3)*	*AEC 1 (4)*	
1ST SEM	Introductory Economics (ECO 101)	Classical Algebra (MAT 101)/ Descriptive Statistics (STA 101)/ Fundamentals of Computer and Programming (any two)	Indian Financial System	Environmental Studies	MIL/ENG (Alt)	22
	CORE A2 (4)	CORE B2 (4) & CORE C2 (4)	MULTI-DISCIPLINARY 2 (3)	VAC 2 (3)	AEC 2 (4)	
2ND SEM	Basic Elements of Economics (ECO 151)	Calculus (MAT 151)/ Correlation & Regression, Probability Distributions & Statistical Inference- I (STA 151)/ Database Management System (any two)	Principle of Marketing	Trade & Commerce in India	Business Communication	22

B.A. IN ECONOMICS (Major)

***Legends*:**
   HC: Core Papers
   HE: Discipline Specific Elective Papers
   SE: Skill Enhancement Papers
   HG: Generic Elective Papers

Semester III	
ECO-HC-3016	Intermediate Microeconomics-I
ECO-HC-3026	Intermediate Macroeconomics-I
ECO-HC-3036	Statistical Methods for Economics
ECO-SE-3014	Data Collection and Presentation
STA-HG-3016/ MAT-HG-3316	Basics of Statistical Inference/ Differential Equations
Semester IV	
ECO-HC-4016	Intermediate Microeconomics-II
ECO-HC-4026	Intermediate Macroeconomics-II
ECO-HC-4036	Introductory Econometrics
ECO-SE- 4014	Data Analysis
STA-HG- 4016/ MAT-HG-4416	Applied Statistics/ Real Analysis
Semester V	
ECO-HC-5016	Indian Economy-I
ECO-HC-5026	Development Economics-I
ECO-HE-5026	Money and Financial Markets
ECO-HE-5036	Public Finance
Semester VI	
ECO-HC-6016	Indian Economy-II
ECO-HC-6026	Development Economics-II
ECO-HE-6016	Environmental Economics
ECO-HE-6026	International Economics

B.Sc. (REGULAR) WITH ECO- STATS- MATHS COMBINATION

***Legends*:**
   RC: Regular Core Papers
   RE: Regular Discipline Specific Elective Papers
   SE: Skill Enhancement Papers

Semester III	
ECO-RC-3016	Principles of Macroeconomics-I
STA-RC-3016	Basics of Statistical Inference
MAT-RC-3016	Differential Equations
ECO-SE-3014	Data Collection and Presentation
Semester IV	
ECO-RC-4016	Principles of Macroeconomics-II
STA-RC-4016	Applied Statistics
MAT-RC-4016	Real Analysis
ECO-SE- 4014	Data Analysis
Semester V	
STA-RE-5026	Time Series Analysis
MAT-RE-5126	Discrete Mathematics
ECO-RE-5016	Economic Development and Policy in India-I
ECO-SE-5015	Field Survey
Semester VI	
STA-RE-6016	Econometrics
MAT-RE-6116	Numerical Analysis
ECO-RE-6016	Economic Development and Policy in India-II
ECO-SE-6014	Report Writing and Presentation

MASTER OF COMMERCE (M.Com.)

SEMESTER I

Business Policy Analysis [BPA]
Financial Reporting & Analysis [FRA]
Marketing Policy Analysis [MPA]
Business Statistics [BS]
Financial Markets & Institutions [FMI]

SEMESTER II

Economic Legislations [EL]
Organisational Behaviour [OB]
Operations Research & Computer in Business [ORCB]
A - Advanced Financial Management [AFM]/B -Strategic Human Resource Management [SHRM]
A-Security Analysis and Portfolio Management [SAPM]/B- Marketing Research & Consumer Behaviour [MRCB]

SEMESTER III

Research Methodology [RM]
Project Management [PM]
A-International Financial Management [IFM]/B-Industrial Relations and Labour Laws [IRLL]
A-Advanced Cost and Management Accounting [ACMA]/B-International Marketing [IM]
Dissertation - 100 marks = 6 credits (Compulsory for all)

SEMESTER IV

Strategic Management [SM]
Entrepreneurship Management [EM]
Management of Financial Services [MFS]
International Business [IB]
Strategic Service Marketing [SSM]/Micro Finance [MF]

Four Year Under Graduate Programme (FYUGP)
BACHELOR OF BUSINESS ADMINISTRATION

Compulsory

Semester I

Core A-1	Principles of Management
Core B-1	Managerial Economics
Core C-1	Financial Accounting
AEC	Business Communication-1
VAC	Indian Constitution
Multi	Computer Application.

Semester II

Core A-2	Business Organisation and Systems
Core B-2	Business Mathematics and Statistics
Core C-2	Indian Economic Scenario
Multi	MIS and Database Management
VAC	Environmental Science
AEC-	Business Communication-2

BACHELOR OF BUSINESS ADMINISTRATION (CBCS)

COURSE STRUCTURE		
	3RD SEMESTER	
BBA-HC-3016	Cost and Management Accounting	CORE COURSE-6
BBA-HC-3026	Human Resource Management	CORE COURSE-7
BBA-HC-3036	Personality and Personal Skill Development	CORE COURSE- 8
BBA- HG-3046	Operations Management and Control	GE-3
BBA- SE-3054	Computer Applications	SEC-1

	4TH SEMESTER	
BBA-HC-4016	Organizational Behaviour and Industrial Psychology	CORE COURSE-9
BBA-HC-4026	Financial Management	CORE COURSE-10
BBA-HC-4036	Principles of Marketing	CORE COURSE-11
BBA- HG-4046	Business Research	GE-4
	5TH SEMESTER	
BBA-HC-5016	Legal Aspects of Business	CORE COURSE- 12
BBA- SE-5024	Summer Project	SEC-2
BBA-HE-5036 BBA-HE-5046	A student would be free to choose any four papers from one group. In 5th and 6th semester they have to choose two papers in each semester from the group given below. The course offers three groups namely Finance (DSE I), Marketing (DSE II) and Human Resource (DSE III)	DSE-1 & 2
	6TH SEMESTER	
BBA-HC-6016	Business Policy and Strategy	CORE COURSE-13
BBA-HC-6026	Taxation Laws	CORE COURSE- 14
BBA-HE-6036 BBA-HE-6046	A student would be free to choose any four papers from one group. In 5th and 6th semester they have to choose two papers in each semester from the group given below. The course offers three groups namely Finance (DSE I), Marketing (DSE II) and Human Resource (DSE III)	DSE 3 & 4

DSE I: FINANCE
- ❖ International Finance
- ❖ Investment Banking and Financial Services · Investment Analysis and Portfolio Management · Strategic Corporate Finance
- ❖ Business Analysis & Valuation

DSE II : MARKETING
- ❖ Consumer Behaviour
- ❖ Marketing of Services
- ❖ Advertising and Brand Management
- ❖ Retail Management
- ❖ Personal Selling & Sales Force

DSE III: HUMAN RESOURCE
- ❖ Human Resource Development: Systems and Strategies
- ❖ Management of Industrial Relations
- ❖ Talent and Knowledge Management
- ❖ Performance and Management
- ❖ Training and Management Development

Four Year Under Graduate Programme (FYUGP)
BACHELOR OF COMPUTER APPLICATION

Semester	Paper Name	Course Type	Credit
I	Computer Fundamentals	Compulsory	4(3+1)
	Introduction to C-Programme	Compulsory	4(3+1)
	Mathematics	Compulsory	4
II	Data Structures & Algorithms Using C	Compulsory	4(3+1)
	Digital Logic Fundamentals	Compulsory	4
	Mathematics.	Compulsory	4

BACHELOR OF COMPUTER APPLICATION (BCA) (CBCS)

CBCS Course Structure for BCA Programme

Semester	Core Course (14)	(AECC) (2)	SEC (2)	Elective: (DSE) (4)	Elective: (GE) (4)
III	C5: BCA-HC-3016 Software Engineering		SEC -1		GE-3
	C6: BCA-HC-3026 Data Structure and Algorithms				

	C7: BCA-HC-3036 Database Management System				
IV	C8: BCA-HC-4016 Computer Organization and Architecture		SEC -2		GE-4
	C9: BCA-HC-4026 Mathematics-II				
	C10: BCA-HC-4036 Object Oriented Programming in C++				
V	C11: BCA-HC-5016 Java Programming			DSE-1	
	C12: BCA-HC-5026 Operating System			DSE -2	
VI	C13: BCA-HC-6016 System Administration using Linux			DSE -3	
	C14: BCA-HC-6026 Computer Networks			DSE -4	

**Paper Code: CIT-HC-1016: Means: CIT (Subject code), HC (Course type: Honours Core), 1(Semester), 01(first paper of the semester), 6(credit).

AE Compulsory Course (AECC)
AECC 1 : ENV-AE-1014/ ENV-AE-1024: Environmental Science

AECC 2 : ENG-AE-2014/ ENG-AE-2024: English Communication

Skill Enhancement Course (SEC)
 SEC 1 (choose one)
  (i) SEC-1A : BCA-SE-3014: Web Technology
  (ii) SEC-1B: BCA-SE-3024: Programming with C#
  (iii) SEC-1C: BCA-SE-3034: Open Source Software
 SEC 2 (choose one)

 (i) SEC-2A: BCA-SE-4014: Animation
 (ii) SEC-2B: BCA-SE-4024: Mobile Applications
 (iii) SEC-2C: BCA-SE-4034: Advanced Web Technology

Discipline Specific Electives (DSE)

DSE-1
(i) DSE-1: BCA-HE-5016: Project Work / Dissertation (Credit: 6)

DSE-2 (choose any one)
(i) DSE-2A : BCA-HE-5026:Data Mining & Warehousing
(ii) DSE-2B: BCA-HE-5036: Computer Oriented Numerical Methods and statistical Techniques (iii) DSE-2C: BCA-HE-5046: Programming in Python

DSE-3 (choose any one)
(i) DSE-3A: BCA-HE-6016: Automata Theory and Languages
(ii) DSE-3B: BCA-HE-6026: Optimization Techniques
(iii) DSE-3C: BCA-HE-6036: Multimedia and Applications

DSE-4 (choose any one)
(i) DSE-4A: BCA-HE-6046: Distributed System
(ii) DSE-4B: BCA-HE-6056: Microprocessor and Assembly Language Programming (iii) DSE-4B: BCA-HE-6066: Artificial Intelligence

Generic Elective (GE)
GE 1 (choose any one)
(i) GE 1A: BCA-HG-1016: Computer Based Accounting and Financial Management (ii) GE 1B: BCA-HG-1026: Office Automation

GE 2 (choose any one)
(i) GE 2A: BCA-HG-2016: Basic Electronics
(ii) GE 2B: BCA-HG-2026: Introduction to Bio-Informatics

GE 3 (choose any one)
(i) GE 3A: BCA-HG-3016: Introduction to Indian History
(ii) GE 3B: BCA-HG-3026: Positive Psychology

GE 4 (choose any one)
(i) GE 4A: BCA-HG-4016: Introduction to Dramatic Arts
(ii) GE 4B: BCA-HG-4026: Information Security and Cyber Laws

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

SEMESTER I

ICT Hardware
Programming in C
Overview of Operating System
Introduction to Office Automation
Database Management System

SEMESTER II

Data Structure through C language
Internet and Web Technology
GUI Application Programming/ Computer Oriented Numerical Methods/
Computer Graphics/ Object Oriented Programming with C++ (Any one)
Project

DEPARTMENT OF VALUE ADDED EDUCATION
K. C. Das Commerce College, Guwahati- 781008

Established in 2019, the Department of Value Added Education of the College offers the following Value Added Classes and Courses to students by experienced and dedicated faculties. The goal of the department is to guide students by imparting job oriented skill enhancement courses simultaneously with pursuing regular courses.

Classes offered:
➢ **CA**: Excellent classes to students opting to pursue CA for preparation of CA Foundation Examination. Experts from ICAI, Guwahati Branch also act as faculties from time to time.
Course fees: Rs. 12,500/- each for two instalments.

➢ **CS**: OTC (Oral Tutorial Classes) to CS students in collaboration with Institute of Company Secretaries of India, NE Chapter of EIRO. The CS classes are held in College as per MOU signed between ICSI and the College (students shall register themselves through online with NE Chapter of EIRO of ICSI, Guwahati).

OTC fees: To be collected by NE Chapter of EIRO of ICSI, Guwahati.
Courses offered (open to all):

1. **Certificate Course in Service Marketing Management**
Objectives: To provide insight into the concept of service marketing as different from traditional product marketing. This course will introduce the learners to the distinctive characteristics of service and how participants affect both customer's behavior and marketing strategy.
Course Outcomes: The course will help learners to understand service marketing from various perspectives and will also be helpful if participants wish to establish a new service business or manage the existing business more efficiently and effectively.

Level 1- **Service Marketing Fundamentals**
Level 2 - **Selling the Invisible**
Level 3- **Integrating People, Technology and Strategy**

Fees Rs 500/- for each level
Course Duration: 30 hours
Mode of teaching : Both online & offline
Minimum Eligibility Criteria: Class XII pass and having knowledge in Management.

2. **Online Certificate Course on NGO Management**

Objectives: To give insight towards development of proper understanding about the concept of NGO Management and also to highlight promotional mechanism to deal with the upcoming opportunities in the field of NGO Sector.

Course Outcomes: Learners will get the employment opportunities in all National and International NGOs as well as they will be able to form and operate an NGO in a professional way .

Level I **: Concept, Functions and Establishment of NGO, overview of**
      Societies Registrations Act, India's Companies Act
Level II **: Documentation – Legal & Others, preparation of Organisational**
      Profile and Project
Level III **: Different schemes of State Level, National Level and International**
      Level Funding Agency, preparation of Details Project Report

Fees: Rs. 500/- for each level
Mode of teaching : Both online & offline
Course Duration: 30 hours
Minimum Eligibility Criteria: Class XII pass and having knowledge in Management

3. **Certificate Course on Personality Development and Hospitality Management**

Objectives: Personality Development is highly valued by the employers and involves paying attention to one's appearance. It will help the students to communicate effectively and confidently. The course will govern the professionalism required in any field. The main motive will be to present a full package of knowledge and personality to conquer the career goals and the positive attitude that they will carry with them will empower in higher quality work.
Course Outcomes: Mentoring students to improve their innate skills which will empower them to succeed in a diverse, multicultural and competitive job environment. By mastering the skills of personal grooming, interpersonal effectiveness and business etiquette, individuals will be able to achieve professional success and growth.
Mode of Teaching: Both offline and online mode . ICT classes will be conducted as per requirement.

Level I **: Personal Grooming, Interpersonal Effectiveness and Communication**
Level II **: Business Etiquette**, **Information Technology Language**

21

Fees: Rs. 500/- for each level
Mode of teaching : Both online & offline
Course duration : 30 hours
Minimum eligibility: Class 12 Pass from any discipline (Arts , Science or Commerce)

4. **Certificate Courses on Capital Market & Stock Broking**
   Objectives: The objective of the course is to give knowledge on capital market and stock broking in details so that the learners can consider stock broking as a career option.

   Course Outcomes: The learners will be able to equip themselves with detail knowledge about capital market, its structure and even choosing Stock Broking as a career. This will allow the learners to take stock broking as a profession, understand basic broking mechanisms, its legal framework, thus helping the learners to know much about the Capital market and its functionaries in the country.
   Level I   :Basics of Capital Market and its Functionaries
   Level II   :Basics of Stock Broking & its Regulation in India
   Level III   : Stock Broking Operations and Challenges

    Fees : Rs.500/- (for each level)
   Mode of Teaching: Both online & offline
   Course Duration: 30 hours
   Minimum Eligibility Criteria: Class XII pass or any person having knowledge in management

5. **Certificate Courses on Green Banking**

   Objectives: The objective of the course is to give a new concept of green banking so that the learners can acquire skill and knowledge to grasp any opportunity of employment in the financial sector.
   Course Outcomes: Candidates undertaking the certificate course will enhance their skill and knowledge about the modern banking practices available in the current world especially in India. This course will help candidates to know about green banking, its opportunities, disadvantages and even its regulations. This course will also help candidates to avail any job opportunity relating to finance and banking in nature.
   Level I   :Introduction to Green Banking
   Level II   :Green Management of Credit
    Level III :Green Fund Transfer
   Level IV   : Modern Regulation of Banking-

   Fees : Rs.500/- (for each level)
   Mode of Teaching: Online
   Course duration: 30 hours
   Minimum Eligibility Criteria: Class XII pass or any person having knowledge in finance

6. **Certificate Course on E-Filing of Tax Returns**

   Objectives: To provide theoretical and practical knowledge on E-filing and enhance learner's skill of IT, TDS & GST Returns.

Course Outcomes: This course will help learners to enhance their skill. The learners' will be able to be self employed after completion of the course.

Level I   :Accounting for E-filing of Income Tax Returns
Level II   :Accounting for E-filling of TDS Returns
Level III   :Accounting for E-filling of GST Returns

Fees: Rs. 500/- (for each level)
Course duration 30 hours
Mode of teaching : Offline
Minimum Eligibility Criteria: Class XII pass or any person having knowledge in accounting

7. **Certificate course in Recent Trends in Accounting**

Objectives: This course aims to provide insight into the concept of recent trends in accounting. Students will be able to know about the current directions and future trends in the development of accounting which will be used in corporate sectors.
Course Outcomes: This course will help students to understand the concept of Green

Accounting/ Resource Accounting, Forensic Accounting as well as Carbon Accounting. These fields in accounting emerging as a specialised field of study worldwide. The course develops both practical knowledge for implementing different carbon accounting methods and analytical skill for critiquing current accounting and reporting practices.

Level I   : Introduction to Recent Trends in Accounting
Level II   : Carbon Accounting and Green Accounting
Level III   : Forensic Accounting and Tax Evasion

Fee: Rs. 500 for each level
Mode of teaching- Both Online and Offline
Course Duration: 30 hours
Minimum Eligibility Criteria: Class XII pass and having minimum knowledge of accounting.

8. **Certificate in Computer Fundamentals**

Objectives: Give students an in-depth understanding of why computers are essential components in business, education and society.
Course Outcomes : Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills.

 Level I   : Basic
Level II   : Core
Level III   : Expert

Fees : Rs.500/- (for each level)
Course Duration : 30 hours
Mode of teaching- Both Online and Offline
Minimum Eligibility Criteria: Class XII pass **a**ny person having knowledge in computer

9. **Certificate course in E-Commerce**
Objectives of the Course : This course will inspire students with online business ideas and motivate them to apply what the learned in the real life.

Course Outcomes : Successful completion of this course should lead to the learning outcomes of students- Knowledge and understanding, Intellectual Skills, Subject Specific Skills, Transferable Skills.

Level I   : Basic
Level II   : Core
Level III   : Expert

Fees : Rs.500/- (for each level)
Course duration : 30 hours
Mode of teaching- Both Online and Offline
Minimum Eligibility Criteria: Class XII pass **or a**ny person having knowledge in management& computer

10. **Certificate course in Computer Hardware**

Objectives: The objective of this course is to provide the students much needed knowledge of computer hardware and networking, enabling them to identify and rectify the onboard computer hardware, software and computer network related problems.
Course Outcomes : On successful completion of this course a students shall be able to: Understand basic concept & structure of Computer Hardware & Networking Components, Identify the existing configuration of the computers & peripherals, re-install OS & various shipboard applications, Perform routine maintenance, upgrades of virus definitions, set schedules etc., Manage data backup & restore operations.

Level I   : Basic
Level II   : Core
Level III   : Expert

Fees : Rs.500/- (for each level)
Course duration : 30 hours
Mode of teaching- Both Online and Offline
Minimum Eligibility Criteria: Class XII pass **or a**ny person having knowledge in computer

11. **Certificate in C & C++ Programming**

Objectives: This course is designed to provide complete knowledge of C/C++ programming language. Students will be able to develop logic which will help them to create programs, applications in C/C++. Also by learning the basic programming constructs they can easily switch over to any programming language in future.

Course Outcomes: On completion of Certificate course in C and C++, students can also go for advanced level course and get expertise in this language. After the completion of this program, students can get different jobs of diverse profiles such as Software Developer, Software Analyst, Programmer, Engineer etc.

Level I   : Basic
Level II   : Core
Level III   : Expert
Fees : Rs.500/- (for each level)

Course duration : 30 hours
Mode of teaching- Both Online and Offline
Minimum Eligibility Criteria**:** Class XII pass **or a**ny person having knowledge in computer

12. Certificate on Tally

Objectives: This course is designed to impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.
Course Outcomes: .After successfully qualifying the examination, students will be awarded certificate to work with well-known accounting software. Students do possess required skill and can also be employed as Tally software.

Level I   : Basic
Level II   : Core
Level III   : Expert

Fees : Rs.500/- (for each level)
Course duration : 30 hours
Mode of teaching- Both Online and Offline
Minimum Eligibility Criteria: Class XII pass **or a**ny person having knowledge in computer

13. Advanced Certificate Courses on Information Technology

Level I. Certificate Course in System Administration Using Linux
Course Code: ITSTCC01
Objectives: The course is designed to help the students to understand the Linux Environment and its practices.

Course Outcomes: After successful completion of the course a student will be thorough with Linux systems and expertise in Linux Operating System.
Fees : Rs.500/- (for each level)
Course duration : 30 hours
Mode of teaching- Both Online and Offline
Minimum Eligibility Criteria :   10+2 with basic Computer Knowledge.& Pre-requisites, if any

Level II : Certificate Course in Linux Apache MySQL PHP (LAMP)
Course Code: ITSTCC02

Objectives: The course is designed to help the students to understand LAMP.
Course Outcomes: After successful completion of the course a student will be able to create a web application, handle database using open source software's such as Linux, Apache web server and PHP.
Fees : Rs.500/- (for each level)
Course duration : 30 hours
Mode of teaching- Both Online and Offline
Minimum Eligibility Criteria: Preferably completed STCC01, Basic Computer Fundamentals, 10+2 & Pre-requisites, if any   with basic knowledge of programming

Level III : Certificate Course in Machine Learning with SciKit Learn

Course Code: ITSTCC03

Objectives: The course is designed to help the students to learn machine learning.
Course Outcomes: After successful completion of the course a student will be able to develop applications using machine learning.
Fees : Rs.500/- (for each level)
Course duration : 30 hours
Mode of teaching- Both Online and Offline
Minimum Eligibility Criteria: Basic Object oriented programming, working with IDE.

For more details with regard to Value Added Courses one may immediately contact :   Dr. Bipul Ch. Kalita (98640 43490) or visit www.kcdccollege.ac.in

Massive Open Online Courses (MOOC)

E-learning is rapidly gaining importance and momentum with the advent of technology. With the Government's **'Digital India'** initiative aiming to digitize India, the college has designed and developed the institutional MOOC platform in website and it was launched on 7th November, 2022.

Institutional MOOC available in college website:

1. **Certificate Course on Basics of Banking and Awareness**
2. **Certificate Course on Machine Learning with SciKit Learn**

The registration fee of the course is **Rs.100** and after completion of the course the students will get a certificate.

Audio Lab:

The Audio Lab of K.C Das commerce college was established in 2023. The objective of the Audio Lab is to produce Audio Lessons for students so that they can have easy access to online classes. The Audio Lab till now, has Produced number of Case Studies and educational videos for the students.

DEPARTMENTS AND FACULTY MEMBERS

Principal: Dr Hrishikesh Baruah, M.Sc., Ph.D.,

Vice-Principal: Dr. Bhababhuti Sharma, M.Com., Ph.D.

The untiring efforts of a group of eminent educationists and well-wishers gave birth to K. C. Das Commerce College on the 7th day of November 1983. After a few years of its inception, Departmentation was made with related subjects as per the guidelines of G.U & Directorate of Higher Education, Assam.

DEPARTMENT OF ACCOUNTANCY

Accounting being the language of business transaction, the main objective of the Department of Accountancy is to impart learning about the systematic record keeping of all business transactions. It teaches both at the Higher Secondary and UG level. The department organizes seminars and workshops on academics in collaboration with reputed institutions for the benefit of the students. Field Study is conducted every year for B.Com. Final Semester students having Major in Accountancy.

Presently, the following faculty members are serving in the department-

- Dr. Bijoy Kalita- M.Com., Ph.D. Associate Professor & HOD
- Dr. Bipul Ch. Kalita- M.Com., M.Phil., Ph.D., Assistant Professor
- Dr. Safiqul Haque- M.Com., Ph.D., Assistant Professor
- Mr. Manoj Kedia- M.Com., Assistant Professor
- Mr. Bikash Kr. Jain- M.Com., B.Ed., Assistant Professor
- Mr. Dhrubajyoti Sarma- M.Com., Assistant Professor
- Mrs. Rimjim Borah--M.Com., B.Ed., Assistant Professor
- Mr. Dipjoy Langthasa M.Com, PDCA , Assistant Professor

DEPARTMENT OF MANAGEMENT

The primary objective of the Department of Management is to impart quality education in the field of Management as per the syllabus of A.H.S.E.C. and G.U. in Higher Secondary and Degree level respectively. The faculty of the department believes that quality education can be imparted only when practical knowledge and experiences are incorporated in the teaching method. Thus, every year, the department organises Field Trips for its Major students. Apart from field survey, the department also organizes guest lectures, mock interviews, debates etc. Research guidance leading to Ph.D. is also offered by faculty member of the Department.

Presently, the following faculty members are serving in the department.

- Dr. Bhababhuti Sarma, M.Com., Ph.D., Associate Professor & HOD

- Dr. Malamoni Dutta, M.Com., M.Phil., PGDPM, Ph.D., Assistant Professor
- Dr. Kukil Borah, M.Com., M.Phil , Ph.D., Assistant Professor
- Dr. Chaitali Das, M.Com., LL.B., C.S. (Inter), M.Phil., Ph.D., Assistant Professor
- Mr. Souvick Baruah, M.Com., PGDBM. Assistant Professor
- Ms. Indrani Bhagowati, M.Com., DAHTM, Assistant Professor
- Dr. Bonosree Bhuyan M.Com , Ph.D., Assistant Professor

DEPARTMENT OF FINANCE

At the time of inception, the Department of Finance was known as the Department of Commerce (Banking). However, in the year 2003, it was renamed as the Department of Finance. The Department thrives to develop a broad understanding of financial concepts and tools through knowledge of financial theories within the primary areas of finance. It teaches UG and HS level programs aligned with the faculty's interdisciplinary knowledge and expertise. It also holds the credit of guiding the students to attain State Highest Marks in Banking in HS Final Examinations several times. The department aspires to provide quality education along with proper guidance to the budding students of today.

Presently, following faculty members are serving in the department:

- Dr. Murali Krishna Sarma, M.Com., Ph.D., Assistant Professor & HOD.
- Dr. Runumoni Lahkar Das, M.Com., M.Phil., B.Ed., LL.B., Ph.D., Assistant Professor.
- Ms Pallavi Kakati, M.Com., M.Phil., Assistant Professor.
- Dr. Dhani Kanta Kalita, M.Com., M.Phil., Ph.D., Assistant Professor.
- Dr. Satyajit Sarmah, M.Com., M.Phil., Ph.D., Assistant Professor.
- Dr. Rohit Bhattacharjee, M.Com., M.Phil., Ph.D., Assistant Professor.
- Mr. Dipankar Hazarika, M.Com., Assistant Professor.
- Mr. Sanjoy Das, M.Com., Assistant Professor.

DEPARTMENT OF ECONOMICS

Economics as a discipline of social science has a practical approach to enrich economic values among the students in their daily as well as in their professional life. The Department of Economics aims to acquaint the students with the contemporary economic problems and enable them to appreciate and participate in the efforts being made to tackle them. The students of the department have consistently shown good results. From the academic session 2020-2021, the department obtained the permission from Gauhati University to start B.A. (Hons.) course in Economics and B.Sc. (Regular) course with Economics-Mathematics-Statistics combination.

Presently, the following faculty members are serving in the department:

- Dr. Upasana Chakravarty, M.A., M.Phil., Ph.D., Assistant Professor & HOD
- Dr. Ananta Pegu, M.A., Ph.D., L.L.B, Assistant Professor
- Ms. Smita Lahkar, M.A., Assistant Professor
- **Vacant (Sanctioned Post)**

DEPARTMENT OF MATHEMATICS AND STATISTICS

The Department of Mathematics and Statistics encourages logical reasoning and mental rigor. The subjects taught in the H.S level are Business Mathematics and Statistics (BMS) and Mathematics. In the undergraduate level, both Business Mathematics and Business Statistics are taught. From the academic session 2020-2021, the department got the permission from Gauhati University to start B.Sc. (Regular) course with the subject combination Mathematics-Statistics-Economics.

Presently, the following faculty members are serving in the department:

- Ms. Jayashree Pathak, M.Sc., B.Ed., Assistant Professor and HOD(i/c)
- Mr. Santanu Kumar Borah, M.Sc., PGDCA, Assistant Professor
- Dr. Chandana Goswami, M.Sc., M.Phil., Ph.D., Assistant Professor
- **Vacant (Sanctioned post)**

DEPARTMENT OF ENGLISH

The Department of English imparts learning both at the Higher Secondary and Under Graduate level. It aims:
- ➢ To enrich the reading, writing, listening and comprehending skills of the students.
- ➢ To create awareness in the young minds about the importance of the English language as the language of universal communication.
- ➢ To help the students communicate effectively in English which in turn would give them the confidence to face the competitive world.
- ➢ To impart the correct practices of the strategies of effective business writing.

Presently, the following faculty members are serving in the department:
- Dr. Prarthana Barua, M.A., Ph.D., Associate Professor & HOD
- Ms. Anjita Bora, M.A., M.Phil., PGCTE., Assistant Professor
- Ms. Archana Bora, M.A., M.Phil., Assistant Professor
- Mr. Sankarjyoti Chaudhury, M.A., Assistant Professor

DEPARTMENT OF ASSAMESE

The main objective of the Department is to impart quality education related to the Assamese Language and Commerce Education in Higher Secondary and Degree courses respectively.

Presently, the following faculty members are serving in the department:
- Dr. Swapna Smriti Mahanta. M.A., Ph.D, Associate Professor & HOD
- **Vacant (Sanctioned post)**

DEPARTMENT OF BENGALI

The primary objective of the department is to impart quality education relating to Bengali literature and language from Higher Secondary to Under Graduate level, as per the syllabus of AHSEC and Gauhati University respectively.

Presently, the following faculty members are serving in the department:

- Dr. Shrabani Bhadra, M.A., B.Ed., M.Phil., Ph.D., Associate Professor & H.O.D
- Mrs. Kalpana Dutta Dhar, M.A. (Double), Assistant Professor

DEPARTMENT OF HINDI

The main objective of the Department is to impart quality education relating to Hindi studies from Higher Secondary to the Under Graduate level.

Presently, the following faculty members are serving in the department:

- Mrs. Purnima Singh, M.A., B.Ed., Assistant Professor
- Ms. Chinmoyi Das , M.A. Assistant Professor

DEPARTMENT OF INFORMATION TECHNOLOGY

The Department of Information Technology was established in the year 2005. The department conducts both theory as well as practical classes for B. Com. as well as Higher Secondary students.

Presently, the following faculty members are serving in the department:

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

DEPARTMENT OF M.COM.

The Department of M.Com. came into existence in the year 2011. It teaches higher-level concepts in the domain of Commerce by providing two broad areas of specialization viz Accounting & Finance and Management & Marketing. The department aims at motivating the students to pursue various higher studies options like M.Phil, Ph.D, MBA etc. The Department has a record of holding positions and an overall pass percentage of 96-97 % in the M. Com. Final Examinations.

Presently, the following faculty members are serving in the department
- Dr. Chandra Prabha Bohra, M.Com., Ph.D (Gold Medal), PGDBFM, Asstt. Professor & HoD
- Dr. Jayanta Kr. Das, M.Sc. (Double), PGDCA, Ph.D. Assistant Professor
- Dr. Gargi Sarma, M.Com., M.A. (Eco), M. Phil, Ph.D., Assistant Professor
- Mr. Kuldip Sarma, M.Com., Assistant Professor
- Ms. Priyanka Mittal , M.Com., Assistant Professor

DEPARTMENT OF BACHELOR OF BUSINESS ADMINSTRATION (BBA)

The Department of Bachelor of Business Administration was established in 2008. It aims to provide knowledge and requisite skills in different areas of Management like Human Resource, Finance, Operations and Marketing in order to give a holistic understanding of the business system. Summer Internship Programmes are organised every year for BBA 5th Semester students.

Extra-curricular activities like Field Trips are also organised for the BBA 2nd Semester students to impart practical knowhow.

Presently, the following faculty members are serving in the department:

- Dr. Bijoy Kalita, M.Com., Ph.D., Associate Professor, Co-ordinator
- Ms. Rashmi Tiwari, M. Com., MBA (Finance), Assistant Professor, HoD
- Ms. Marami Moni Choudhury, MBA (HRM & MRKT), Assistant Professor
- Ms. Jayshree Talukdar, M.Com., Assistant Professor
- Ms. Sudipta Karmakar, M.A., (English) Assistant Professor
- Mr. Himanku Sarma, MBA, M.Com., Assistant Professor
- Mr. Bhargav Talukdar, M.Com., Assistant Professor

DEPARTMENT OF COMPUTER SCIENCE

Computer education has been an integral part of K. C. Das Commerce College since 2008. The Department of Computer Science

- provides a strong foundation in fundamentals of computers.

- makes the students understand, analyse and develop computer programs in areas related to algorithm, web design and networking for efficient design of computer-based system.

- brings clarity on both conceptual and application-oriented skills in Commerce, Finance and Accounting and IT Applications in Business context.

The department is well-equipped with 40 numbers of computers (including 10 n-computing devices) and is also provided with internet connectivity.

Courses of BCA and PGDCA are offered under this Department.

Presently, the following faculty members are serving in the department:

- Dr. Bijoy Kalita Ph.D., Associate Professor, Coordinator

- Mr. Tabiruddin Ahmed, M.Sc. (Computer Sc.) Assistant Professor, HoD
- Mr. Tony Bayan, M.Sc. (IT) Assistant Professor
- Ms. Jurimoni Kalita, M.Sc. (Computer Sc.) Assistant Professor
- Ms. Sudipta Karmakar, M.A. (English) Assistant Professor
- Ms. Jyotisikha Biswasi , MCA, Assistant Professor

LIBRARY STAFF

- Dr. Shrabani Bhadra, M.A., B.Ed., M.Phil., Ph.D., Associate Professor & H.O.D (Librarian i/c)
- Mr. Sudipta Kalita (Assistant Librarian)
- Mr. Bedanga Ranjan Borah (Assistant Librarian)
- Mr. Rajesh Rajbangshi, Grade IV

NON-TEACHING STAFF

- Mr. Paresh Kalita, B.A., Senior Assistant
- Ms. Saraju Kakati, B.A., Junior Assistant
- Ms. Rina Das, Junior Assistant
- Mr. Ratul Medhi, Library Bearer
- Ms. Barnali Choudhury, B.A., Junior Assistant
- Mr. Phul Kr. Tamang, B.Com., Accounts Assistant
- Mr. Khirod Das, BCA, Junior Assistant
- Mr. Hemanta Ch. Deka, Grade IV
- Mr. Hemen Deka, Grade IV
- Ms. Momi Devi, Grade IV
- Mr. Hemen Barman, Grade IV
- Mr. Girish Deka, Grade IV
- Mr. Siba Charan Das, Grade IV
- Mr. Dipak Rajbongshi, Grade IV
- Mr. Ratul Deka, Grade IV
- Mr. Manindra Deka, Grade IV
- Mr. Tilok Borah, Grade IV
- Mr. Sunil Sarma, Grade IV
- Mr. Krishna Ray (Cleaner)
- Ms. Dharmeswari Deka (Cleaner)
- Mr. Syed Ali (Cleaner)
- Mr. Vinod Roy (Gardener)

ADMISSION PROCEDURE

- Admission into 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 of Assam and the segregation of seats as per quota are:

SC	7%
ST (Hills)	5%
ST (Plains)	10%
OBC / MOBC	15%
Physically Handicapped	2%
Freedom Fighters	2%

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

(a) 2% for sports persons of sports recognized by IOA/SAI and also have represented District/State etc.

(b) 1% for wards of employees of the College

(c) 1% for NCC/Scouts/Guides

(d) 1% for the students with achievements in cultural activities.

The above mentioned seats are to be filled up on the basis of the merit list of students concerned in each category.

ADMISSION GUIDELINES

❖ **Applicants willing to take admission into the First Semester of B.Com. and Self-sustainable Courses like BA (Economics Major), B.Sc. (Regular course with Eco-Stats-Maths combination), BBA and BCA must register their names in the ASSAM STATE HIGHER EDUCATION ADMISSION PORTAL (Samarth eGov). The link for the same is www.assamadmission.samarth.ac.in .**

❖ **Thereafter, candidates must also register their names in Online Admission Portal of the College at www.kcdccollege.ac.in .**

❖ As of now, this is not applicable in case of Programmes like M.Com. and PGDCA.

❖ **No printed form shall be provided in the College. The instructions for registering and filling-up of the form will be available in the portal. The date of issue of forms will be notified in the website.**

❖ Step by step guidelines for doing various activities on the Online Portal shall be available in the College Portal during the form fill-up / admission process. Applicants are advised to read the guidelines thoroughly before starting their online activities on the portal. Any issue arising out of non-adherence to those guidelines shall be the sole responsibility of the applicant only.

❖ Applicants are advised to use their own mobile number and email-id for registration and applying online. All further communications shall be made on this mobile number

and email-id only.

❖ Preferred web browser is the updated version of Chrome.

❖ Applicants are to keep ready for upload the following documents for applying online:

    o One passport size photograph in .jpg/.jpeg format of maximum size 200 KB.

    o Qualifying Marksheet and relevant certificates or documents in .jpg/.jpeg format of maximum 500 KB each.

❖ **After successful submission of forms online, the students are required to take a printout of the completed form along with the uploaded documents and compulsorily submit the hardcopy in the College Office before the last date. Under unavoidable circumstances, the form may be sent by Registered Post at K. C. Das Commerce College, Chatribari, Guwahati-781008.**

❖ **Applications without submission of hard copies will be treated as incomplete and will stand cancelled.**

❖ Applications for which final submission have been made shall be verified along with the submitted documents by the College and provisionally considered for admission. **Applicants are warned against providing any false information in their application form.**

❖ **Admission of students who have submitted false information in their online application process shall be summarily cancelled and they shall forfeit their admission fees.**

❖ **Provisional Merit list for admission into Self-sustainable courses shall be published on the College Website along with the dates of admission.**

❖ Applicants are advised to apply well in advance before the last date of submission of online forms to avoid last minute issues. Students facing any difficulty should contact the College Office early to sort out any difficulties.

❖ **Since all payments related to admission are to be made online through the Online Admission Portal, applicants are to ensure before-hand that their online modes of payment (Debit Card/ Credit Card/ Net Banking) are active and working and they have sufficient balance in their accounts for doing so. The College will not be responsible if applicants are unable to make their payments online due to any reasons.**

ONLINE FORM FILL-UP PROCESS:

- **Applicants have to first register themselves on the College portal. One Contact Number and one Email can be used only once.**

- **Set your own password**

- **An OTP will be sent to your given contact no. Enter that OTP to verify and complete your registration.**

- After successful registration, you can login to Applicants' Portal with Contact No. and given password and fill-up the application form.

- List of selected students will be notified through an SMS in their registered mobile no. and will also be displayed in the College website.

- Applicants who have been shortlisted for admission on a particular date shall compulsorily have to take admission on the specified date, failing which his / her seat will be given to the next deserving candidate on the subsequent date. No claim of any sort will be entertained by the College authority if applicants fail to take admission on the stipulated date due to any reason.

- Applicants who have been left out after seats have been filled up shall have no claim whatsoever regarding admission. The decision of the College shall be final and binding in all respects.

ADMISSION INTO HIGHER SECONDARY FIRST YEAR

- Interested students are asked to log in to Darpan Portal and get them registered beforethe last date.
- The Merit List of the short listed candidates will be informed through the College website.
- Admission will take place in Offline Mode.
- The date and time of admission will be notified in the College website.

FEES STRUCTURE
FOR THE SESSION 2023-24

(FEES PAYABLE AT THE TIME OF ADMISSION MAY VARY SUBJECT TO THE ISSUE OF GOVT. NOTIFICATION)

SESSION FEES

H. S. 1st Year

Sl. No.	Head of Fees	Amount	
		Boys	**Girls**
1.	Admission Fees	400.00	400.00
2.	Tuition Fees	600.00	NIL
3.	Establishment Fees	900.00	900.00
4.	Laboratory Fees	50.00	50.00
5.	Electricity Fees	600.00	600.00
6.	Contingency Fees	400.00	400.00
7.	Council Enrolment Fees	200.00	200.00
8.	Identity Card Fees	50.00	50.00
9.	Development Fees	500.00	500.00
10.	Library Fees	200.00	200.00
11.	Internal Exam Fees	120.00	120.00
12.	NCC/NSS/Scouts & Guides Fees	30.00	30.00
13.	Magazine Fees	150.00	150.00
14.	Students' Union Fees	100.00	100.00
15.	Games and Sports Fees	100.00	100.00
16.	Festival Fees	100.00	100.00
17.	Co-curricular Fees	100.00	100.00
18.	Cultural/Music Fees	50.00	50.00
19.	Debating/Literature Fees	50.00	50.00
20.	Student Welfare Fund	50.00	50.00
21.	ICT Fee	100.00	100.00
22.	Youth Festival	100.00	100.00
23.	GMC Tax	130.00	130.00
	Total (in Rs.)	**5080.00**	**4480.00**

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

	Head of Fees	SEBA		Other Board	
		Boys	Girls	Boys	Girls
1.	Session Fees	5080.00	4480.00	5080.00	4480.00
2.	Eligibility Certificate Fees	-	-	300.00	300.00
	Total (in Rs.)	5080.00	4480.00	5380.00	4780.00

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

	Head of Fees	Boys	Girls
1.	Session Fees	5080.00	4480.00
	Total (in Rs.)	5080.00	4480.00

B.COM. 1st SEMESTER
Session Fees

Sl. No.	Head of Fees	Amount (in Rs.)	
		Major	**General**
1.	Admission Fees	400.00	400.00
2.	Tuition Fees	840.00	720.00
3.	Establishment Fees	900.00	900.00
4.	Laboratory Fees	200.00	100.00
5.	Electricity Fees	600.00	600.00
6.	Contingency Fees	400.00	400.00
7.	Identity Card Fees	50.00	50.00
8.	Development Fees	500.00	500.00
9.	Library Fees	200.00	200.00
10.	Internal Exam fees	200.00	200.00
11.	NCC/NSS/Scout Fees	30.00	30.00
12.	Magazine Fees	150.00	150.00
13.	Students' Union Fees	100.00	100.00
14.	Games and sports Fees	100.00	100.00
15.	Festival Fees	100.00	100.00
16.	Co-curricular Fees	100.00	100.00
17.	Cultural/Music Fee	50.00	50.00
18.	Debating/Literature Fee	50.00	50.00
19.	Student Welfare Fund	50.00	50.00
20.	ICT Fee	100.00	100.00
21.	Youth Festival	100.00	100.00
22.	GMC Tax	130.00	130.00
	Total fees (in Rs.)	**5350.00**	**5130.00**

Fees payable by AHSEC and Other Board Students (within Assam) for admission into B.Com. 1st Semester

	Head of Fees	Hons. Course	Regular Course
1.	Session Fees	5350.00	5130.00
	Total (in Rs.)	5350.00	5130.00

Note:

- Registration Fees Rs. 430/- and University Enrolment Fees of Rs. 250/- is to be paid online by the students after admission.

Fees payable by Other State Board Students (outside Assam) for admission into B.Com. 1st Semester

	Head of Fees	With Major	Without Major
1.	Session Fees	5350.00	5130.00
	Total (in Rs.)	5350.00	5130.00

Note:

- Registration Fees Rs. 430/- and University Enrolment Fees Rs. 250/- is to be paid online by the students after admission.
- For Admission into the B.Com. Course, students from other Boards outside Assam must pay online a fee of Rs. 1820/- to Gauhati University to obtainEligibility Certificate. Fees payable for Eligibility Certificate is subject to change from time to time.
- Major students of 6th Semester will have to pay an additional amount of Rs. 200.00/- for Project Work as and when notified by the College.

Fees payable for admission into B.Com. III & V Semesters

	Head of Fees	With Major	Without Major
1.	Session Fees	5350.00	5130.00
	Total (in Rs.)	5350.00	5130.00

B.A. 1ST SEMESTER WITH ECONOMICS MAJOR
(Self-sustainable Course)
Session Fees

Sl. No.	Head of Fees	Amount (in Rs.)
		Major
1.	Admission Fees	400.00
2.	Tuition Fees	840.00
3.	Establishment Fees	900.00
4.	Laboratory Fees	200.00
5.	Electricity Fees	600.00
6.	Contingency Fees	400.00
7.	Identity Card Fees	50.00
8.	Development Fees	500.00
9.	Library Fees	200.00
10.	Internal Exam fees	200.00
11.	NCC/NSS/Scout Fees	30.00
12.	Magazine Fees	150.00
13.	Students' Union Fees	100.00
14.	Games and sports Fees	100.00
15.	Festival Fees	100.00
16.	Co-curricular Fees	100.00
17.	Cultural/Music Fee	50.00
18.	Debating/Literature Fee	50.00
19.	Student Welfare Fund	50.00
20.	ICT Fee	100.00
21.	Youth Festival	100.00
22.	GMC Tax	130.00
Total (in Rs.)		**5350.00**

Note:

- **Registration Fees of Rs. 430/- and University Enrolment Fees Rs. 250/- is to be paid online by the students after admission.**
- **For Admission into the B.A. (Economics Major) Course, students from Other Boards outside Assam must pay online a fee of Rs. 1820/- to Gauhati University to obtain Eligibility Certificate. Fees payable for Eligibility Certificate is subject to change from time to time.**
- **Renewal Admission fees of Rs. 500/- is to be paid at the time of 2nd, 4th and 6th Semester admission respectively.**

Fees payable for admission into B. A. III & V Semester (Economics Major)

	Head of Fees	With Major
1.	**Session Fees**	**5350.00**
	Total (in Rs.)	**5350.00**

B.SC. 1ST SEMESTER REGULAR COURSE WITH ECO-STATS-MATHS

(Self-sustainable Course)

Session Fees

Sl. No.	Head of Fees	Amount (in Rs.)
		General
1.	Admission Fees	400.00
2.	Tuition Fees	840.00
3.	Establishment Fees	900.00
4.	Laboratory Fees	400.00
5.	Electricity Fees	600.00
6.	Contingency Fees	400.00
7.	Identity Card Fees	50.00
8.	Development Fees	500.00
9.	Library Fees	200.00
10.	Internal Exam Fees	200.00
11.	NCC/NSS/Scout Fees	30.00
12.	Magazine Fees	150.00
13.	Students' Union Fees	100.00
14.	Games and sports Fees	100.00
15.	Festival Fees	100.00
16.	Co-curricular Fees	100.00
17.	Cultural/Music Fee	50.00
18.	Debating/Literature Fee	50.00
19.	Student Welfare Fund	50.00
20.	ICT Fee	100.00
21.	Youth Festival Fees	100.00
22.	GMC Tax	130.00
Total fees (in Rs.)		**5550.00**

Note:

- **Registration Fees of Rs. 430/- and University Enrolment Fees of Rs. 250/- is to be paid online by the students after admission.**
- **For Admission into the B.Sc. Regular Course (with Eco-Stats-Maths combination), students from other Boards outside Assam must pay online a fee of Rs. 1820/- to Gauhati University to obtain Eligibility Certificate. Fees payable for eligibility certificate is subject to change from time to time.**
- **Renewal Admission fees of Rs. 500.00/- is to be paid at the time of admission into 2nd, 4ᵗʰ and 6ᵗʰ respectively.**

Fees Payable for admission into B. Sc. III & V Semester

	Head of Fees	Without Major
1.	**Session Fees**	**5550.00**
	Total (in Rs.)	**5550.00**

Fees payable for admission into M. Com. 1ˢᵗ Semester by GU students
(Self-sustainable Course)

	Head of Fees	Fees to be paid
1.	Session Fees	8000.00
2.	P.G. Establishment Fees	4400.00
3.	Identity Card	100.00
	Total (in Rs.)	**12,500.00**

Note:

- **University Enrollment Fees of Rs. 250/- is to be paid online by the students after admission.**

Fees Payable for admission into M. Com. 1ˢᵗ Semester by Non-GU students

	Head of Fees	From Assam	Outside Assam
1.	Session Fees	8000.00	8000.00
2.	P.G. Establishment Fees	4400.00	4400.00
3.	Identity Card	100.00	100.00
4.	Eligibility Certificate	1210.00	1820.00
	Total (in Rs.)	**13,710.00**	**14,320.00**

Note:

- **Registration Fees of Rs. 430/- and University Enrolment Fees of Rs. 250/- is to be paid online by the students after admission.**

Fees payable for admission into M. Com. 3rd Semester

	Head of Fees	
1.	Session Fees	8000.00
2.	P.G. Establishment Fees	4400.00
	Total (in Rs.)	**12,400.00**

Note:

- For 2nd and 4th Semester respectively, M. Com. students have to pay the Session Fees only.

Fees payable for admission into BBA/Computer Science - Annually
(Self-sustainable Course)

	Head of Fees	
1.	Session Fees	8000.00
2.	Establishment Fees	24160.00
3.	Identity Card	100.00
	Total (in Rs.)	**32,260.00**

Note:
- Students from outside Assam has to pay an amount of Rs. 9080/- online as Eligibility Certificate Fees to the Gauhati University at the time of Registration.
- Registration Fees Rs. 430/- and University Enrolment Fees Rs. 250/- is to be paid online by the students after admission. The course curriculum for BBA & BCA is the one prescribed by Gauhati University.

Fees payable for admission into PGDCA (Half-Yearly)

	Head of Fees	
1.	Admission Fees (Half Yearly)	5900.00
	Total (in Rs.)	**5900.00**

(Students taking admission in PGDCA will enjoy the benefit of One Online Certificate Course free of cost run by K. C. Das Commerce College.)

Other Fees

- **Fees for issue of Duplicate identity Card is Rs. 100/-**

CAMPUS LIFE

STUDENTS' UNION

The Students' Union acts as an umbrella body for all the clubs and committees on campus and ensures their smooth functioning at each juncture. Apart from being the link between the students and the management, the Students' Union is responsible for the brand enhancement of the campus and constantly strives towards making the experience of the students on campus comfortable and enriching. The Students' Union provides powerful leadership and learning opportunities. It serves as the voice for an entire student body and actively works with teachers and advisors to promote a better learning environment.

STUDENTS' GRIEVANCE AND REDRESSAL CELL

The function of the Students' Grievance and Redressal Cell is to look into the complaints lodged by any student of the College and judge its merit. Anyone with a genuine grievance may approach the cell in person or in consultation with the office bearers of the Students' Union. In case the person is unwilling to appear in self, grievances may be dropped in writing at the link given in the website. Grievances may also be sent through e-mail to the member/Officer in-Charge of Students' Grievance Cell.

This cell functions with the objective of:
- Ensuring a democratic environment in the campus
- Solving the various personal and educational related grievances of the teacher-trainee
- Acquainting all teachers and students about their rights and duties
- Making the institute student friendly

Please further details, visit www.kcdccollege.ac.in

ANTI- RAGGING CELL

The College has a vigilant cell against instances of ragging. The cell takes measures to repeatedly remind students of the consequences of ragging and ensures that parents and new students are made aware of their rights. The Anti -Ragging Cell has been constituted to prevent ragging and to take anti-ragging measures as per the guidelines issued by the Supreme Court of India and UGC.

Please further details visit www.kcdccollege.ac.in

CAREER GUIDANCE AND PLACEMENT CELL

The Career Guidance and Placement Cell (CGPC) of the College functions with the objective of guiding and assisting the students to achieve their career goals. It provides awareness on higher studies, self-employment and job opportunities. The Cell takes adequate steps in identifying the current demands of the industry and prepares students towards this need. Adequate emphasis is given to soft skill development complementing the regular academic

performance. The Career Guidance and Placement Cell of our College play a vital role in shaping the careers of our students. Our College attracts some of the best names in the industry who is aware of the quality of human resource that we create.

A fulltime Placement Officer is assisted by the team and student coordinators work in tandem with the faculties to help our students develop their productivity and employability.

Functions of the Career Guidance and Placement Cell
- Sustained training for placements and competitive examinations
- Knowledge building sessions
- Training in basic communication skills
- Training in group discussions and interview skills
- Aptitude Test training
- Career Guidance sessions with industry experts informing students about various choices regarding their careers.
- Campus recruitment by leading companies offering challenging job profiles.

MENTORING PROGRAMME

The mentor-mentee relationship can be an invaluable one for the parties, the mentor as well as the mentee. The mentor's role is to teach, guide and help to shape the professional growth and learning of the mentee and to serve as a positive role model. The mentee's role is to seek guidance and constructive feedback on his/ her academic pursuits and professional development and career goals. However, to make the relationship grow, each party needs to understand the role they play.

The goal of K. C. Das Commerce College in this regard is to create a vibrant teaching-learning and self exploring environment where the students can understand and access their own potential.

The newly admitted students are grouped and allotted respective mentors for their entire stint in the College. The details of allotment are available in the website of the College.

RESEARCH AND DEVELOPMENT CELL

Promotion of research and research-based activities amongst the faculty is a key strategy of the College. The Community Research and Development Cell of the College has been set up with an objective to assist Communities and Societies at large with regard to various socio-economic aspects. For reports of works done, one may visit: www.kcdccollege.ac.in.

I.T. Research and Development Cell creates and maintains institutional web interfaces. Digital Library and Learning Management Software (LMS) are two of the most important works done so far. Digital marketing has been done as part of extension services. Some institutions have shown faith and already bought our software products. For reports of works done, one may visit: www.kcdccollege.ac.in.

START - UP AND INNOVATION CELL

Innovations have a strong linkage to the world of start-up. The foremost purpose of the Cell is to encourage, inspire and nurture young students through a supportive environment that helps them to establish their business ideas and develop their concepts into market ready products.

It also aims to:

- Conduct various innovation and entrepreneurship related activities, identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.

COLLEGE EVENTS

The College is additionally involved in the following allied activities:

- Blood Donation Camps & Yoga classes.
- All Assam Inter-College and Inter-University Music Competition, an annual event.
- Ramesh Ch. Chaudhury Memorial All Assam Inter College Debate Competition, an annual event.
- College Foundation Day Lecture, an annual event.
- Freshmen Social and College Week held annually.

CO-CURRICULAR ACTIVITIES, CELLS AND CLUBS

The College has the following clubs / cells for conducting different activities in various fields and students may contact the concerned Professor –in- charge of the club for taking membership.

Name of the Club / Cell	Professor-in-Charge
➤ Music and Culture Club	Dr. Kukil Borah (Dept. of Management)
➤ Sports Club	Dr. Rohit Bhattacharjee (Dept. of Finance)
➤ Debate, Quiz & Symposium Club	Mr. Sankar Jyoti Choudhury (Dept. of English)
➤ Literary Club	Dr. Swapna S. Mahanta (Dept. of Assamese)
➤ Athletic Club	Dr. Satyajit Sarmah (Dept. of Finance)
➤ Red Ribbon Club	Ms. Jayashree Pathak (Dept. of Maths & Stats)

➢ NSS Wing   Dr. Rohit Bhattacharjee (Dept. of Finance)

➢ NCC Wing   Dr. Ananta Pegu (Dept. of Economics)

➢ Scouts and Guide   Dr. Safiqul Haque (Dept. of Accountancy)

INFRASTRUCTURE AND FACILITIES

LIBRARY

A library is the heart of an educational institution and the library of K. C. Das Commerce College is no exception. It is the hub of academic activities of the College: a trinity of the library staff, reading materials and the readers.

Our Library is one of the best College libraries in Assam in providing efficient service to the readers. It is spacious with a reading room which has a seat capacity for about 100 readers. The Library has a collection of over twenty five 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 SOUL 2.0 Library Management Software, besides bar-coding and Internet facility.

The Library has access to e-resources through the ‒National Library and Information Services Infrastructure for Scholarly Content‖ (N-List). It also subscribes various journals of national repute and a number of prominent national and regional dailies. The Library ‒Book Bank‖ facility caters to the needs of the economically underprivileged students of the society.

The Library is expanding its access to electronic and digital resources through Digital Library (DL) and Institutional Repositories (IR). It also offers the ‒BEST READER AWARD‖ to the student who makes the best use of the library with an aim to inculcate the reading habit among the students.

The various services offered by the library includes Circulation, Reading Room service, Periodical's supply, Reprographic service, OPAC, Newspapers Indexing, Book Bank services for the economically backward students, Internet service, E- Resource service, Current Awareness service, Institutional Repository, Social media inputs.

DIGITAL CLASS ROOMS

The College has Digital Class Room facility for conducting different academic activities. Classrooms are equipped with digital teaching aids including PCs, overhead projector and audio system.

COMMERCE LAB

Commerce Lab of K. C. Das Commerce College was inaugurated on 29th October 2018 by Prof. Prasantha Athma, Head and Dean, Department of Commerce, Osmania University, Hyderabad.
Keeping pace with industrial growth and need, it has become a necessity for a commerce student to gain practical exposure of the processes, procedures and practices followed in the business world along with theoretical insights.

THE COLLEGE APP

The College App enables the students to procure information related to their curriculum, examination, assignments etc. and about the latest news and events too.

K C Das Commerce College Application is a native android application built exclusively for android platform using Android Studio. The App is solely based on Faculty-Student Model. It focuses on circulation of resource materials, assignments and notices. It follows a very simple and effective design to allow users to interact with the system even to a layman.

*** It is mandatory for the students to install the App and keep it handy. For assistance contact: Mr. Tony Bayan (Dept. of Computer Science)/ Mr. Apurba Haloi (Dept. of IT)*

OTHER FACILITIES:

The other facilities available for the students include

- E-Resource Centre
- Internet Facility
- Wi-Fi Facility
- Learning Management Software
- Reading Room within the Library
- Book Bank for the economically backward students
- Software ERP
- Digital Conference Hall
- Gymnasium
- Day Care Centre
- Canteen facility
- Safe drinking water
- Photocopier Point
- Publication Cell
- Departmental Store (upcoming project)

AWARDS AND SCHOLARSHIPS

Awards

- **Dr. Prafulla Chaudhury Award:** A cash award of Rs. 5,000/- (Rupees Five Thousand only) funded by Dr. Prafulla Chaudhury, son of Late Keshab Chandra Das is awarded to the Best Graduate of the College.
- **Sarat Chandra Das Award:** A cash award of Rs. 5,000/- (Rupees Five Thousand only) funded by the family of Late Sarat Chandra Das, son of Late K.C. Das is given to the Best Higher Secondary Scholar of the College.
- **Basanta Kr. Das and Basanti Devi Award:** A cash award of Rs. 10,000/- (Rupees Ten Thousand only) funded by Basanta Kumar Das & Basanti Devi Charitable Trust is given as scholarship to
    - (a) Two students from H.S. 1st year (one boy, one girl student) and
    - (b) Two students from B.Com. 1st year (one boy, one girl student).

The modality of selection shall be —
- (i) The most meritorious from among the financially weak background.
- (ii) Single parent will be an added criterion for selection.

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

Scholarships

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

CODE OF CONDUCT

College Rules and Discipline:

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

punished. A mass penalty of Rs. 500/- will also be imposed for such acts of gross indiscipline.

Class Attendance:

- Students must attend minimum 75% of total lectures delivered failing which they will not be allowed to fill up the forms and appear in the final examination.

Rules regarding College Internal Examination:

- There will be one compulsory Test Examination for H.S. and Sessional Examination for B.Com. classes.
- Students are required to secure at least 30% aggregate marks in the Test Examination/Sessional Examination in order to qualify for the Final Examination. Admit Cards will not be issued to those who fail to obtain the desired percentage of marks.

Dress Code:

Courses	Boys	Girls
HS, B.Com., BBA, BCA and PGDCA	White shirt, navy blue trousers. Maroon coloured blazer or sweater during winter	White salwar, blue and white check kameez and white dupatta. Maroon coloured blazer or cardigan during winter
M.Com.	Grey trousers, blue and white striped shirt and grey blazer during winter.	Blue and white striped kurta, white salwar and dupatta and grey blazer during winter.

** Jackets, Jeans or T-shirts are not a part of the dress code. No leggings will be allowed and the length of the Kameez for girls should be of knee length.

** Students must be in their uniform during Fresher's Social, Open Sessions and during College Week meetings and Examinations.

College Logo for the uniform will be supplied by the College at a price of Rs. 60/-per set of 3 logos.

Important: **Parents/Guardians are requested to direct their wards to strictly abide by the Code of Conduct of the College.**

K. C. Das Commerce College

Chatribari. P.O. –Rehabari

Guwahati -781008, Assam

Phone -0361-2733691

Website- **www.kcdccollege.ac.in**

E-mail.- kcdccollege@gmail.com

PRESENT GOVERNING BODY

Sl. No.	Name	Designation	Phone No
01.	Prof. Amlandeep Das	President	94350-18848
02.	Dr. Hrishikesh Baruah	Principal & Secretary	98640-30992
03.	Sri. Siddhartha Bhattacharya	Special Invitee & Local MLA	
04.	Prof. Nissar Ahmed Barua	Member (G.U. Nominee)	98640-34527
05	Prof. Madhurjya Bezbaruah	Member (G.U. Nominee)	98640-55485
06.	Mr. Ruben RameshChaudhury	Donor Member	98640-40784
07.	Dr. Bhababhuti Sarma	Member & Vice Principal	9864067897
08.	Mrs. Archana Borah	Member (Teachers' Representative)	9864106126
09.	Dr. Kukil Borah	Member (Teachers' Representative)	9864025972
10	Dr. Pranab Goswami	Guardian Member	
11	Mrs. Rupali Mukherjee	Guardian Member	88760-69645
12	Mr. Amrit Chandra Das	Guardian Member	
13.	Mr. Paresh Kalita	Member (Non-Teaching Representative)	84748-02823

SNAPSHOTS

....

SARASWATI IDOL IN THE COLLEGE CAMPUS

CELEBRATION OF INDEPENDENCE DAY 2022

CELEBRATION OF INDEPENDENCE DAY 2022

CELEBRATION OF REPUBLIC DAY 2023

RESULT DAY- STUDENTS' UNION ELECTION 2022

BLOOD DONATION CAMP

MANUSCRIPT DONATED BY THE FAMILY OF
LATE DESHABHAKTA TARUN RAM PHOOKUN

COLLEGE WEEK FESTIVAL 2023

CELEBRATION OF FRESHMEN SOCIAL 2022

PROF. NANI GOPAL MAHANTA, EDUCATION ADVISOR, GOVT. OF ASSAM
DELIVERING LECTURE AT THE 39TH FOUNDATION DAY OF THE COLLEGE

CELEBRATION OF 39TH FOUNDATION DAY 2022

INAUGURATION OF THE BUST OF
LATE SRI RAMESH CH. CHAUDHURY, DONOR OF THE COLLEGE

WORLD AIDS DAY RALLY 2022

ONE DAY PEOPLE'S EDUCATION PROGRAMME (PEP) ORGANIZED
BY KHADI AND VILLAGE INDUSTRIES COMMISSION UNDER
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSMES)
IN COLLABORATION WITH INNOVATION CELL OF
THE COLLEGE ON 29TH MARCH 2023
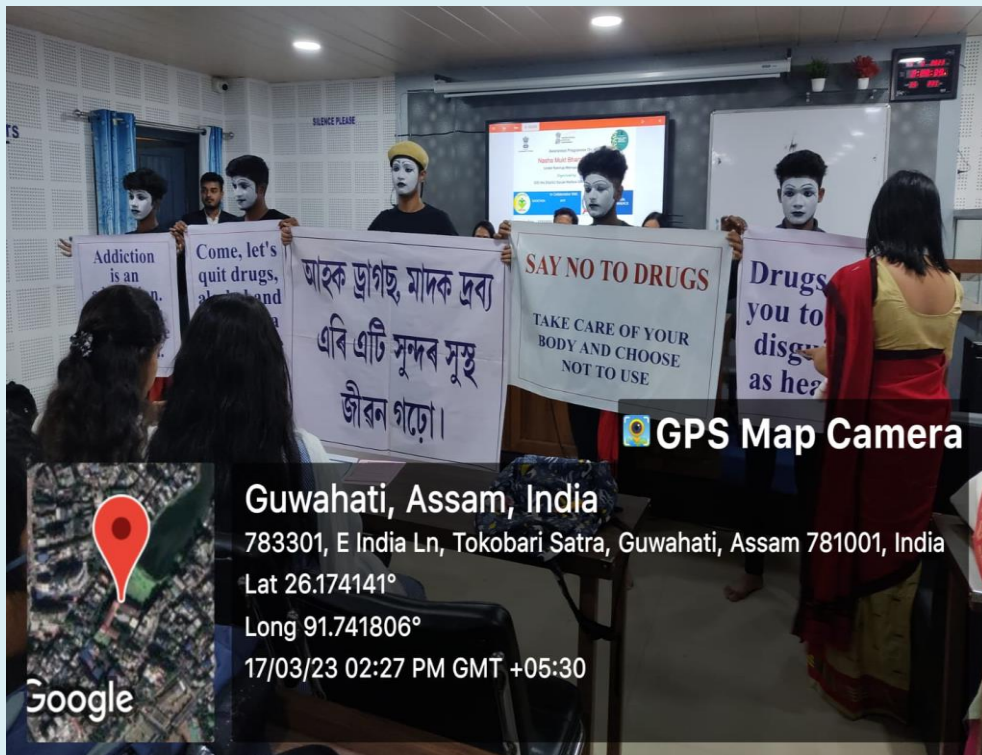
AN AWARENESS PROGRAM ON NASHA MUKT BHARAT ABHIYAN UNDER KAMRUP METROPOLITAN DISTRICT ORGANISED BY THE DISTRICT SOCIAL WELFARE OFFICERS, KAMRUP IN COLLABORATION WITH SADISCHSA AND LITERARY FORUM OF THE COLLEGE HELD ON 17TH MARCH 2023

INTERNATIONAL WOMEN'S DAY CELEBRATED BY
THE WOMEN'S CELL OF THE COLLEGE

RUSA 2.0 TRAINING ON NAAC PREPAREDNESS AND NEP IMPLEMENTATION IN COLLEGES OF ASSAM, KAMRUP METRO ZONE ON 21ST FEBRUARY, 2023 ORGANISED BY THE COLLEGE IN COLLABORATION WITH UGC- HUMAN RESOURCE DEVELOPMENT CENTRE, GAUHATI UNIVERSITY

INTER-COLLEGE IDEA INNOVATION COMPETITION

SIGNING OF MoU WITH GEMS ARTS & SCIENCE COLLEGE, KERELA

NAAC PEER TEAM VISIT - 19 & 20 MAY 2023

NAAC PEER TEAM VISIT- 19 & 20 MAY 2023

CULTURAL PROGRAMME IN HONOUR OF NAAC PEER TEAM VISIT 19 MAY 2023

VARSHA BOTHRA SECURED THE 1ST RANK (COMMERCE STREAM) WITH STATE HIGHEST IN ACCOUNTANCY & BUSINESS MATHEMATICS AND STATISTICS IN THE HIGHER SECONDARY FINAL EXAMINATION 2023

****