



Contents

SECTION ONE :		
● A short Profile of the College	1
● Vision	1
● Mission	2
● Goals and Objectives	3
● The College Emblem and Motto	4
SECTION TWO		
● Syllabus for two year Higher Secondary Course	5
● Course structure of new B.Com. Course	5
● Course structure of old B.Com. Course and other necessary details	11
● Admission Requirements	14
● Migration and Eligibility Certificate	14
● Admission Procedure	14
● Fees Structure	16
● Rules regarding College Internal Examination	18
● Casual admission	18
SECTION THREE		
● Diploma and Certificate Programmes	19
SECTION FOUR		
● Co-curricular and Extension services	20
SECTION FIVE		
● General information	21
● Important note for Guardians and Students	23
● Important dates	24
SECTION SIX		
● Faculty Members and Staff	25
● Various Committees of the College	27
● Present Governing Body of the College	34



SECTION ONE

A SHORT PROFILE OF THE COLLEGE

K. C. Das Commerce College is a well-known institute of commerce education in the North-East. It is located within the Guwahati city at a distance of 37 kms from the Gopinath Bordoloi Airport, Barjhar, Guwahati and 3 kms from the Guwahati Railway Station

It was established on the 7th day of November, 1983. The untiring efforts of a group of eminent educationists and free thinkers who felt the necessity to establish the second Commerce College in Guwahati gave birth to K. C. Das Commerce College. The college was instituted with the financial assistance provided by Shri Ramesh Chandra Chaudhury and the college has been named in the cherished memory of his father Late Keshab Chandra Das, an educationist of repute who was Inspector of Schools, Assam in the 1930's.

Initially the college started in the evening shift with one hundred and seven students in the premises of Sonaram H.S. & Multipurpose School, Bharalumukh, Guwahati. On the 30th of Nov. 1994, the college was shifted to its permanent site at Chatribari Guwahati - 781008.

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

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

VISION OF THE COLLEGE

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

In the new millennium we envision that our college will—

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

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

MISSION OF THE COLLEGE

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

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

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

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

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

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

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

GOALS AND OBJECTIVES OF K. C. DAS COMMERCE COLLEGE

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

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

THE COLLEGE EMBLEM



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

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

Just above the lamp, is an inscription— “Abirabirma edhi”, which is a part of a Sanskrit sloka taken from ‘Aitareya Upanisada’. This sloka is an invocation to ‘the supreme soul’ to lead man towards knowledge. The above extract is an invocation to the same ‘supreme soul’ to enlighten the mind of man. Simplifying this, it means elimination of the darkness of ignorance by the light of knowledge.

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

THE MOTTO OF THE COLLEGE

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

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

SECTION TWO

SYLLABUS FOR TWO YEAR HIGHER SECONDARY COURSE

The Two Year H.S. Course consists of six papers of 100 marks each.

A. CORE SUBJECTS :

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

B. COMPULSORY ELECTIVE SUBJECT :

- (iii) Book-Keeping and Accountancy (BKA)
- (iv) Business Organisation and Commercial Practice (BOCP)

C. OPTIONAL ELECTIVE SUBJECT (Any Two) :

- (i) Economics (Eco)
- (ii) Commercial Arithmetic and Elements of Statistics (CAES)
- (iii) Banking (Bnk) (iv) Insurance (Ins)

IMPORTANT NOTE :

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

COURSE STRUCTURE OF NEW B. COM. COURSE 1+1+1

SUBJECT FOR THE COURSE

There shall be two types of courses— (i) General Course (ii) Major Course

B. Com Part-I Major and General Course :

In B. Com Part-I : Candidates of both Major and General Course shall be required to offer the following papers of 100 marks each.

A. (i) B. Com Part-I

Session 2003-2004

Subject of study	Marks
1.1 Business Communication/ Functional MIL (Assamese/Bengali/Hindi)	100
1.2 Financial Accounting	100
1.3 Business Mathematics/ Fundamentals of Insurance	100
1.4 Business Organisation and Entrepreneurship Development	100
1.5 Information Technology	100
1.6 Money and Financial System	100

A. (ii) B. Com Part-I**(w.e.f / Session 2004-2005)**

Subject of study	Marks
1.1 Business Communication/ Functional MIL (Assamese/Bengali/Hindi)	100
1.2 Financial Accounting	100
1.3 Business Economics	100
1.4 Information Technology	
1.5 Business Mathematics/ Fundamentals of Insurance	100
1.6 Money and Financial System	100

Total marks for B. Com. Part-I = 600 for total 6 papers. All papers are compulsory.

IMPORTANT NOTE :

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

B. Com Part-II : Major and Genral Course

In B. Com Part-II a candiate of both Major and General Course shall be required to offer the following papers of 100 marks each.

B. (i) B. Com Part-II**(For Session 2004-2005 only)**

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

B. (ii) B. Com Part-II : Major and General Course (w.e.f Session 2005-06 only)

Subject of study	Marks
2.7 Corporate Accounting	100
2.8 Company Law	100
2.9 Business Environment	100
2.10 Principles of Business Management	100
2.11 Law & Practice of Banking	100
2.12 Business Organisation and Entrepreneurship Development	100
2.13 Business Statistics	100

C. B. Com Part-III :

General Course : A candidate of B. Com Part-III offering general course shall be required to offer the following papers of 100 marks each.

C. B. Com. Part-III : General Course

Subject of study	Marks
3.14 Auditing	100
3.15 Financial Management	100
3.16 Direct and Indirect Taxes	100
3.17 Business Regulatory Framework	100

D. B. Com. Part-III : Major Subject

A candidate offering Major shall be required to offer three papers of 100 marks each from any one of the following three groups in addition to the papers of General Course (C).

Subject of study	Marks
Group 1 : Accountancy	
3.18 Cost Accounting	100
3.19 Management Accounting	100
3.20 Advanced Financial Accounting	100

Subject of study	Marks
Group 2 : Management	
3.18 Human Resource Management	100
3.19 Marketing Management	100
3.20 Cost and Management Accounting	100
Group 3 : Finance	
3.18 Rural and Co-operative Banking	100
3.19 Financial Market Operation	100
3.20 International Trade and Foreign Exchange	100

E. Distribution of Marks :

	General Course	Major Course
B. Com. Part-I	600	600
B. Com. Part-II	700	700
B. Com. Part-III	400	700
Total :	1700	2000

F. (i) In case of award of Major in B. Com. Final Examination the following papers shall be counted for declaration of results.

a) From B. Com. Part-I (For 2003-04 Session only)

i) Financial Accounting	—	100 Marks.
ii) Business Organisation and Entrepreneurship Development	—	100 Marks.
iii) Money and Indian Financial System	—	100 Marks.
Total	—	300 Marks.

F. (ii) a) B. Com. Part-I (From Session 2004-2005)

i) Financial Accounting	—	100 Marks.
ii) Money and Indian Financial System	—	100 Marks.
Total	—	200 Marks.

b) B. Com. Part-II (For Session 2004-2005 only)

i) Corporate Accounting	—	100 Marks.
ii) Principles of Business Management	—	100 Marks.
iii) Law and Practice of Banking	—	100 Marks.
iv) Business Statistics	—	100 Marks.
Total	—	400 Marks.

c) B. Com. Part-II (From Session 2005-2006)		
i) Corporate Accounting	—	100 Marks.
ii) Principles of Business Management	—	100 Marks.
iii) Law and Practice of Banking	—	100 Marks.
iv) Business Statistics	—	100 Marks.
v) Business Organisation and Entrepreneurship Development	—	100 Marks.
		<hr/>
	Total	— 500 Marks.
d) B. Com. Part-III		
i) Auditing	—	100 Marks.
ii) Financial Management	—	100 Marks.
iii) Direct and Indirect Taxes	—	100 Marks.
iv) Business Regulatory Framework	—	100 Marks
v) Major Subject (3 Papers)	—	300 Marks
		<hr/>
	Total	— 700 Marks.

Various rules relating to B. Com. Part-I, Part-II and Part-III Examinations have been stated under the following headings.

1. REQUIREMENT OF PASS MARKS

- a) A student shall be declared to have passed the Part-I examination provided he/she secures 33% marks in aggregate out of 600; and a minimum of 25% marks out of 100 in each paper.
- b) A student shall be declared to have passed the Part-II examination provided he/she secures 33% marks in aggregate out of 700; and a minimum of 25% marks out of 100 in each paper.
- c) A student shall be declared to have passed the Part-III examination provided he/she secures 33% marks in aggregate out of 400; and a minimum of 25% marks out of 100 in each paper for General Course.
- d) A student opting for Major in the Part-III examination shall be declared to have passed the examination provided he/she secures a minimum of 33% marks in aggregate out of 700; and a minimum of 25% marks out of 100 in each paper.
- e) In order to pass B. Com. a candidate shall be required to secure minimum 25% marks in each paper and an aggregate of 33% marks in Part-I, Part-II and Part-III B. Com. Courses respectively.

2. RULES FOR THE CANDIDATES OFFERING TO APPEAR IN ARREAR SUBJECTS AND PART-I & II OR PART-II & III SIMULTANEOUSLY

- a) If a candidate fails to pass or present himself/herself in not more than one paper (henceforth to be called arrear subject) in the Part-I examination, he/she may be allowed to sit for the arrear paper at the next Part-I examination held by the University.
- b) A candidate having arrear in Part-I examination or having failed in Part-I examination shall have the option to appear in the Part-I and Part-II examinations simultaneously.
- c) If a candidate fails to pass or present himself/herself in not more than one paper (henceforth called the arrear subject) in Part-II examination, he/she may be allowed to sit for the arrear paper at the next Part-II examination held by the University.
- d) A candidate having arrear in Part-II examination or having failed in Part-II examination shall have the option to appear in the Part-II and Part-III examination simultaneously. A candidate having failed in Part-I or having arrear in Part-I examination shall be allowed to prosecute studies in Part-III course, but shall not be allowed to appear in the Part-III examination. If a candidate fails to pass the arrear paper of Part-II but passes the Part-III examination, his/her results of the Part-III examination shall be kept in abeyance till he/she clears the arrear paper as per the provision of regulation.
- e) A candidate having arrear subject may also appear in all the paper of his/her Part-I/II examination if he/she so desires.
- f) If a candidate obtains pass marks in the arrear paper, he/she will be deemed to have passed the Part-I/II examination as a whole.
- g) A candidate must pass the Part-I, Part-II and Part-III examination within three years of completion of Part-III course. In each part maximum of three chances each will be available for a candidate subject to the conditions laid down above.

3. RULES FOR ABSENTEE AND UNSUCCESSFUL CANDIDATES OF PART-I, PART-II & PART-III EXAMINATION (S) OF THE UNIVERSITY.

- A) If a student after completion of a regular course of study and after being duly sent up could not appear at or pass the B. Com. Part-I, Part-II & Part-III examinations (both Major and General), he/she may appear as a non-collegiate candidate at any of the successive examinations immediately following the original one without attending classes subject to clause 2 above. Provided that (i) the Principal certifies to his/her good conduct and satisfactory progress of studies during the intervening period and that (ii) the student offering subjects with practical shall be required to attend at least 20% practical classes in an Elective subject and 40% in a Major subject.

4. RULES FOR REPETITION OF PAPERS OF PART-I/II EXAMINATIONS

Successful candidates of Part-I/Part-II examination of this University may be allowed to repeat any one of the papers of Part-I/Part-II Course not involving practicals or any of the theory papers of the Part-I/II Course involving practicals in the succeeding Part-I/Part-II examination in order to improve their performances. The earlier marks secured in the practical part and the remaining theory paper(s) of the examination in the relevant cases will be carried over. In the interest of students the better of the two marks secured in the paper repeated will be considered for computation of his/her Part-I/II result. Such candidates will be eligible to sit for the repeat paper along with his/her Part-I/II/III examination.

Provided that a candidate who passed Part-I/II examination with arrear subject(s) shall not be eligible to sit for repeating any paper.

5. RULES FOR DECLARATION OF RESULTS

- a) A candidate who passes Part-I, Part-II and Part-III examinations, shall be declared to have passed the B. Com. examination as a whole and shall be eligible for the Degree of Bachelor of Commerce (B. Com.)
- b) For General Course the result will be determined out of 1700 marks and will be declared as follows :

First Division	1020 Marks and above
Second Division	Between 680 and 1019 marks.
Simple Pass	Between 567 and 679 marks.

- c) For Major Course the results will be determined out of 1400 marks of first, second and third year classes and will be declared as follows :

First Class	840 Marks and above
Second Class	Between 560 and 839 marks.
Simple Pass	Between 462 and 559 marks.

COURSE STRUCTURE OF OLD B. COM. COURSE

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

GROUP A

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

GROUP B

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

GROUP C

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

GROUP D

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

GROUP E

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

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

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

1. Accountancy

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

2. Management

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

3. Banking

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

Note :

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

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

Group F

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

Group G

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

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

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

And

Group H

For Accountancy Major Students

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

For Management Major Students

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

For Banking Major Students

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

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

A candidate must secure at least 30 out of 100 in each individual paper and an aggregate of 33% marks in order to pass B. Com. Part-I and B. Com. Part-II Examinations.

A) In the case of candidates of General Course, the total marks counted will be 1,400 (1000 + 400) marks and the result will be declared as follows :

- i) Those securing 840 and above I Division
- ii) Those securing 560-839 II Division
- iii) Those securing 456-559 Simple Pass

B) In the case of candidates having Major, the total marks counted will be 1,200 (600 marks of C, D, E, Groups of Part-I examination + 600 marks of Part-II examination) and the result will be declared as follows :

- i) Those securing 720 or above I Class
- ii) Those securing 480-719 II Class
- iii) Those securing 396-479 Simple Pass

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

(Only for students having Major)

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

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

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

ADMISSION REQUIREMENTS

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

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

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

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

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

Or

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

Or

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

● **MIGRATION AND ELIGIBILITY CERTIFICATE**

Students from Boards or Universities other than SEBA, AHSEC and Gauhati University shall have to produce a Migration Certificate at the time of admission. They must also obtain an Eligibility Certificate from the AHSEC and G.U.

For admission in H. S. course a student has to pay a fee of Rs. 100/- to AHSEC to obtain the Eligibility Certificate. For admission in B. Com. course a student from other Boards of Assam (other than AHSEC) has to pay a fee of Rs. 500/- and a student of other Boards from outside Assam has to pay a fee of Rs. 1000/- to G.U. to obtain the same.

ADMISSION PROCEDURE

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

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

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

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

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

All admissions made to the college are provisional and subject to the approval of the AHSEC/GU. The college is not responsible if the AHSEC/GU does not approve the admission of any student on ground of lack of Migration Certificate/ Eligibility Certificate or for furnishing wrong or false documents and statements. Students shall have to produce original Marksheets, Certificates etc, at the time of admission. Attested copies of the same are to be attached with the application forms.

CAPITATION FEES

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

For further details contact :

Convenor

Admission Committee

K. C. Das Commerce College

FEES STRUCTURE SESSION 2004-2005

1. Session Fees :	Amount (Rs.)
I. Admission fees	50.00
II. College examination fees	100.00
III. Library fees	100.00
IV. College Magazine fees	50.00
V. Students' Union fees	80.00
VI. Students' Welfare fund	10.00
VII. Festival fees	10.00
VIII. Light, fan and water supply	100.00
IX. Development fees	500.00
X. Building fees	500.00
XI. Special construction fees (Only for this session)	1,000.00
XII. Faculty Development fees	400.00
XIII. Academic activities	25.00
XIV. Publication	25.00
XV. Enrolment fees	10.00
XVI. Extension education	50.00
Total : Rs. 3,010.00	

2. (a) Fees to be paid at the time of admission into the H. S. Course :

	H. S. 1st yr.		H. S. 2nd yr.
	SEBA Students	Other Board Students	
I. Session fees	3,010.00	3,010.00	3,010.00
II. Tuition fees	600.00	600.00	600.00
III. Registration fees (Including form charge)	25.00	25.00	—
IV. Identity Card	15.00	15.00	—
V. Computer fees	300.00	300.00	—
VI. E. C. fees	—	100.00	—
Total Rs.		3,950.00	4,050.00
			3,610.00

2. (b) Fees to be paid at the time of admission into B. Com. 1st Year Class :

	AHSEC		Other Board	
	K.C.D. C. College	Other College	From Assam	Outside Assam
I. Session fees	3,010.00	3,010.00	3,010.00	3,010.00
II. Tuition fees	720.00	720.00	720.00	720.00
III. Registration fees (Including form charge)	200.00	200.00	200.00	200.00
IV. Identity Card	15.00	15.00	15.00	15.00
V. Computer fees	—	300.00	300.00	300.00
VI. E. C. fees	—	—	500.00	1000.00
Total Rs.	3,945.00	4,245.00	4,745.00	4,245.00

2. (c) Fees to be paid at the time of admission into B. Com. 2nd Year and B. Com. 3rd Year Classes :

	General Course	Major Course
I. Session fees	3,010.00	3,010.00
II. Tuition fees	720.00	840.00
Total Rs.	3,730.00	3,850.00

3. Others

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

● IMPORTANT NOTE :

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

RULES REGARDING COLLEGE INTERNAL EXAMINATION

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

IMPORTANT NOTE

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

● **REPORT CARD SYSTEM**

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

CASUAL ADMISSION

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

SECTION THREE

DIPLOMA AND CERTIFICATE PROGRAMMES

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

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

SECTION FOUR

CO-CURRICULAR AND EXTENSION SERVICES

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

- NCC and Scouts

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

- K-Cian Social Circle

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

- Free Medical Camps.

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

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

SECTION FIVE

GENERAL INFORMATION

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

- **INSTRUCTIONS REGARDING COLLEGE RULES AND DISCIPLINE**

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

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

- **COLLEGE LIBRARY**

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

- **BOOK-BANK FACILITY**

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

- **COLLEGE MAGAZINE**

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

● COLLEGE UNIFORM

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

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

For girls— White mekhla-chaddar or saree with dark navy blue border and dark navy blue blouse/white salwar or churidar, white dupatta and kameez with small dark navy blue and white checks. Maroon sweater (in winter)

Note :— (i) T-shirts and jackets are allowed.

(ii) Students must be in their uniform during—

(a) Freshers social of the college.

(b) Foundation Day of the college.

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

d) Examinations.

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

(iv) Other dresses are also allowed during the Summer and Puja vacations.

● CLASS ATTENDANCE

A student is expected to attend atleast 75% of the total lectures delivered.

(a) Students of T.D.C. and H.S. classes attending less than 75% but more than 50% of the classes shall be treated as "Non-Collegiate" and will be liable to pay a fine of Rs. 65.00 (Sixty five only) & Rs. 30/- (Thirty only) respectively.

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

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

05

● STUDENTS' WELFARE FUND

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

- **STUDENT'S TRAVEL CONCESSION**

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

- **IDENTITY CARD**

An identity card is issued to every student to be possessed by him during the college hours which should be renewed for the next academic session.

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

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

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

- **SCHOLARSHIPS**

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

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

IMPORTANT NOTE FOR GUARDIANS AND STUDENTS

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

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

IMPORTANT DATES

- **Issue of Admission forms for H.S. 1st yr. and B. Com. 1st yr.** From 19th June, 2004
- **B. Com. 1st year**
 - (i) Last date of submission of forms 30th June, 2004
 - (ii) Display date of list of selected candidates for admission 8th July, 2004
 - (iii) Date of Admission 10th July, 2004
Time : 10.30 A.M. onwards.
- **H.S. 1st year**
 - (i) Last date of submission of forms 30th June, 2004
 - (ii) Display date of list of selected candidates for admission 8th July, 2004
 - (iii) Date of admission 12th July, 2004
- **H.S. 2nd year, B. Com. 2nd year & B.Com. 3rd year**
Admissions Form 1st July to 15th July, 2004
- **Commencement of Classes**
 - i) H. S. IInd year,
B. Com. IInd year
& B. Com. IIIrd year : 19th July, 2004
 - ii) H. S. 1st year
& B. Com. 1st year : 21st July, 2004

FACULTY MEMBERS AND STAFF

PRINCIPAL : Mr. Hitesh Deka, M.A.

FACULTY MEMBERS

- **Department of Accountancy**
 - i. Dr. Prabhat Ch. Kakati, M. Com., Ph.D. (HOD)
 - ii. Mr. Bijoy Kalita, M. Com.
 - iii. Mr. Bipul Kalita, M. Com.
 - iv. Mr. Safiqul Haque, M. Com.
- **Department of Management**
 - i. Mr. Bhababhuti Sarma, M. Com. (HOD)
 - ii. Dr. Ashima Sarma Bora, M. Com., Ph.D.
 - iii. Ms. Malamoni Dutta, M. Com. PGDPM
 - iv. Mr. Kukil Bora, M. Com.
- **Department of Finance**
 - i. Mr. Naba Kumar Goswami, M. Com. (HOD)
 - ii. Mr. Murali Krishna Sarma, M. Com.
 - iii. Ms. Runumoni Das, M. Com. B.Ed.
 - iv. Mr. Pradeep Das, M. Com. PGDCA
- **Department of Economics**
 - i. Dr. Swabera Islam, M.A., Ph.D. (HOD)
 - ii. Dr. Jayshree Dam Paul Choudhury, M.A., L.L.B., Ph.D.
 - iii. Ms. Upasana Chakraborty, M.A.
- **Department of Mathematics and Statistics**
 - i. Ms. Runjun Phookun, M.Sc. (HOD)
 - ii. Ms. Jayashree Pathak, M.Sc., B.Ed.
- **Department of English**
 - i. Ms. Prarthana Barua, M.A. (HOD)
 - ii. Ms. Anjita Bora, M.A., P.G.C.T.E.
 - iii. Ms. Archana Bora, M.A.

- **Department of Assamese**
 - i. Mr. Dipak Barman, M.A. (HOD)
 - ii. Ms. Swapna Smriti Mahanta, M.A.
- **Department of Hindi**
 - i. Dr. Radhey Shyam Tiwari, M.A., Ph.D. (HOD)
 - ii. Ms. Purnima Singh, M.A. B.Ed.
- **Department of Bengali**
 - Ms. Shrabani Bhadra; M.A., B.Ed. (HOD)
- **Department of Information Technology**
 - Mr. Pranab Sarma, MCA
- **Librarian**
 - Mr. Prasanta Kumar Deka, B.Sc. (Bot), M.L.I.Sc. (Librarian)
- **Computer Instructor**
 - Mr. Diganta Ranjan Patgiri, M.Sc. (Physics), M.C.S.D.

NON -TEACHING STAFF

1. Mr. Prafulla Barman, UDA
2. Syd. Afzal Hussain, LDA
3. Mr. Paresh Kalita, LDA
4. Ms. Saraju Kakati, BA (Hons.) LDA
5. Mr. Harinarayan Choudhury, LDA
6. Mrs. Rina Das, Library Assistant
7. Mr. Gautam Choudhury, M. Com. (Accountant)
8. Mr. Madan Ch. Sarma, Grade-IV
9. Mr. Hemanta Deka, Grade-IV
10. Mr. Hemen Deka, Grade-IV
11. Mr. Ratul Medhi, Library Bearer
12. Mr. Hemen Barman, Grade-IV
13. Mr. Girish Deka, Grade-IV
14. Siba Charan Das, Grade-IV
15. Ranjit Rai, Night Chowkider

VARIOUS COMMITTEES OF THE COLLEGE

(Session : 2004-2005)

INTERNAL QUALITY ASSURANCE CELL

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

- Adviser : Mr. Jatin Ch. Nath, Rtd. Principal, J. N. College & Hon'ble Member, Governing Body.
- Chairman : Principal
- Co-ordinator : Dr. Swabera Islam
Head of the Department of Economics.
- Members : Dr. Prabhat Ch. Kakati
Head of the Department of Accountancy.
Dr. Ashima Sarma Bora
Lecturer, Department of Management.
Ms. Anjita Bora
Lecturer, Department of English

ADMISSION COMMITTEE

The Admission Committee is delegated to handle the matter of admission of students into the H.S. 1st year and B.Com. 1st year classes. The members of the committee for the session 2004-2005 are :

- Chairman : Principal
- Convenor : Dr. Prabhat Ch. Kakati
Head of the Department of Accountancy.
- Members : Mrs. Swapna Smriti Mahanta
Lecturer, Department of Assamese
Mr. Pradeep Das
Lecturer, Department of Finance

EXAMINATION COMMITTEE

The college Examination Committee is responsible for the smooth conduct of all examinations including Unit/Annual/Test and Final examinations. The Committee is formed with the following members for the session 2004-2005.

- Officer-in-Charge : Principal
- Assistant Officer-in-Charge :
 - i. Mr. Bijoy Kalita
Lecturer, Department of Accountancy
 - ii. Mrs. Malamoni Dutta
Lecturer, Department of Management
 - iii. Mrs. Archana Bora
Lecturer, Department of English

ACADEMIC COUNCIL

The college has an Academic Council to monitor and review the overall academic performance of the college. It prepares the college academic calendar and bears the responsibility of implementing the same.

The Academic Council comprises of an Executive Body and a General Body. Whereas the General Body includes all the faculty members of the college, the Executive Body consists of only the respective heads of departments.

The Principal is the Chairman of the Academic Council. The Convenor of the Council for the session 2004-2005 is **Mrs. Runjun Phookun**, Head of the Department of BMST.

- General Body : Twenty-four teachers and the Librarian of the college.
- Members of the Executive Body (2004-2005)

Dr. Prabhat Chandra Kakati
Head of the Department, Accountancy

Mr. Bhababhuti Sarma
Head of the Department, Management

Mr. Naba Kumar Goswami
Head of the Department, Finance

Dr. Swabera Islam
Head of the Department, Economics

Dr. Radhey Shyam Tiwari
Head of the Department, Hindi.

Mr. Dipak Barman
Head of the Department, Assamese

Mrs. Prarthana Barua
Head of the Department, English

Mrs. Shrabani Bhadra
Head of the Department, Bengali

COMMITTEE FOR REDRESSAL OF GRIEVANCES

The Grievance Redressal Committee has been formed to smoothly handle the Grievances / Complaints of Teachers / Students / Parents / Staff and resolve it periodically and expeditiously. The Committee includes the following :

- Chairman : Principal
- Convenor : Mrs. Anjita Bora
Lecturer, Department of English
- Members : Dr. Joyashree Dam Paul Choudhury
Lecturer, Department of Economics
Mrs. Swapna Smriti Mahanta
Lecturer, Department of Assamese
Shri Bipul Ch. Kalita
Lecturer, Department of Accountancy

RESEARCH AND PUBLICATION COMMITTEE

The Research and Publication Committee has been formed to publish seminar papers and other research based articles. It also aims at promoting research culture amongst the teachers of the institution. The Committee is made up of the following members :

- Chairman : Principal
- Convenor : Head of the Department, English
- Members : Head of the Department, Assamese
Head of the Department, Hindi
Head of the Department, Bengali

INFORMATION AND CAREER GUIDANCE CELL

The prime objective of the Committee on Information and Career Guidance is to enlighten the students on the various career options available to them. It also aims at inculcating the entrepreneurial spirit amongst the students and to provide personal counselling to them.

The committee comprises of the following :

- Chairman : Principal
- Convenor : Dr. Ashima Sharma Borah
Lecturer, Department of Management

- **Members** : Dr. Swabera Islam
Head of the Department, Economics
Mr. Bhababhuti Sarma
Head of the Department, Management
Mrs. Prarthana Barua
Head of the Department, English
Mrs. Shrabani Bhadra
Head of the Department, Bengali
Mr. Prasanta Kumar Deka
Librarian

LIBRARY COMMITTEE

The "Library Committee" is formed to look after the matters relating to maintenance of the Library. The Committee is also responsible for planning and budgeting for purchase of new books and journals. The Committee has been formed for the session 2004-2005 as—

- **Chairman** : Principal
- **Convenor** : Mr. Prasanta Kumar Deka, Librarian
- **Members** : Dr. Jayashree Dam Paul Choudhury
Lecturer, Department of Economics
Mrs. Upasana Chakraborty
Lecturer, Department of Economics
Mrs. Runumoni Das
Lecturer, Department of Finance

ELECTION COMMITTEE

There is an Election Committee to conduct the election of the K. C. Das Commerce College Students' Union with the following members, for the session 2004-2005.

- **Convenor/Returning Officer** : Mr. Naba Kumar Goswami
Head of the Department, Finance
- **Members** : Mrs. Anjita Bora
Lecturer, Department of English
Pradeep Das
Lecturer, Department of Finance

FINANCE COMMITTEE

The Finance Committee has been formed to closely monitor the financial matters of the college. The committee comprises of the following members for the session 2004-2005.

- Chairman : Principal
- Members : Dr. Prabhat Chandra Kakati
Head of the Department, Accountancy
Mr. Bhababhuti Sarma
Head of the Department, Management
Mrs. Upasana Chakraborty
Lecturer, Department of Economics

BUILDING COMMITTEE

The Building Committee supervises all types of construction activities carried out in the college. The committee comprises of the following members for the session 2004-2005.

- Chairman : Mr. Ramesh Ch. Chaudhury
Honb'le President, Governing Body
- Convenor : Principal
- Members : Mr. Bijoy Kalita
Lecturer, Department of Accountancy
Dr. Ashima Sharma Borah
Lecturer, Department of Management
Mr. Bipul Medhi
Architect, Buildescape.

COMMITTEE FOR HEALTH AND HYGIENE AWARENESS

The Committee on Health and Hygiene has been created to promote health and hygiene awareness amongst the students. The committee for the session 2004-2005 comprises of—

- Convenor : Mr. Safiqul Haque
Lecturer, Department of Accountancy
- Members : Mrs. Purnima Singh
Lecturer, Department of Hindi
Mrs. Jayashree Pathak
Lecturer, Department of Mathematics and Statistics

COMMITTEE ON DOCUMENTATION

The Committee on documentation is entrusted with the responsibility of preserving the documents of the college in a systematic manner. The committee, for the session 2004-2005 consists of :

- Convenor : Mrs. Shrabani Bhadra
Head of the Department, Bengali
- Members : Mr. Prasanta Kumar Deka
Librarian
Mr. Paresh Kalita
Office Assistant

ALUMNI ASSOCIATION

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

The Association has been constituted with the following members :

- Advisor : Principal
- President : Mrs. Runjun Phookun
Head of the Department, Mathematics and Statistics
- Vice-President : Sukhdeo Singh, (Alumni)
- General Secretary : Deepak Kejriwal, (Alumni)
Vivekanand Singh, (Alumni)
- Assistant General Secretary : Shashi Bhusan Tiwari. (Alumni)
Mitu Jain, (Alumni)

ADVISORY COMMITTEE ON EXTENSION EDUCATION

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

The composition of the committee is as follows :

- Chairman : Principal
- Co-ordinator : Mr. Bhababhuti Sarma
Head of the Department, Management

- **Members** : Dr. Radhey Shyam Tiwari
In-charge, Blood Donation Unit
Mr. Dipak Barman
In-charge, College N.C.C. Unit
Mr. Safiqul Haque
In-charge, Assam State Bharat Scouts
Mr. Kukil Bora
In-charge, K-Cian Social Circle
- **Outside Experts** : Mrs. Minati Chaudhury
Hon'ble Member, Governing Body
Mr. Dwipen Bania
Hon'ble Member, Governing Body
- **N.S.S. Programme Officer** : Vacant

COMMITTEE ON PROSPECTUS, ACADEMIC CALENDER & CLASS ROUTINE

- **Convenor** : Mrs. Runjun Phookun
Head of the Department, Mathematics and Statistics
- **Members** : Mr. Murali Krishna Sarma
Lecturer, Department of Finance
Mrs. Archana Bora
Lecturer, Department of English

OTHERS : IN-CHARGE / CO-ORDINATORS

- **Blood Donation Unit** : Dr. Radhey Shyam Tiwari
Head of the Department, Hindi
- **Computer Education** : Mrs. Jayashree Pathak
Lecturer, Department of Mathematics & Statistics
- **N.C.C. (National Cadet Corps)** : Mr. Dipak Barman
Head of the Department, Assamese

- Bharat Scouts : Mr. Safiqul Haque
Lecturer, Department, Accountancy
- College Magazine : Mr. Kukil Bora
Lecturer, Department of Management
- K-Cian Social Circle : Mr. Kukil Bora
Lecturer, Department of Management
- Guardians' Meet : Mr. Bipul Kalita
Lecturer, Department of Accountancy

PRESENT GOVERNING BODY OF THE COLLEGE

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

INCENTIVES TO MERITORIOUS STUDENTS

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

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

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

AWARDS

Dr. Prafulla Chaudhury Award

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

Sarat Chandra Das Award

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

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

Our Motto :

"To strive, to seek, to learn and not to yield"

K. C. DAS COMMERCE COLLEGE

CHATRIBARI, P. O. : REHABARI

GUWAHATI- 781 008, ASSAM

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