PROSPECTUS

2021-22

COMMERCE COLLEGE, KOKRAJHAR

M. Com.

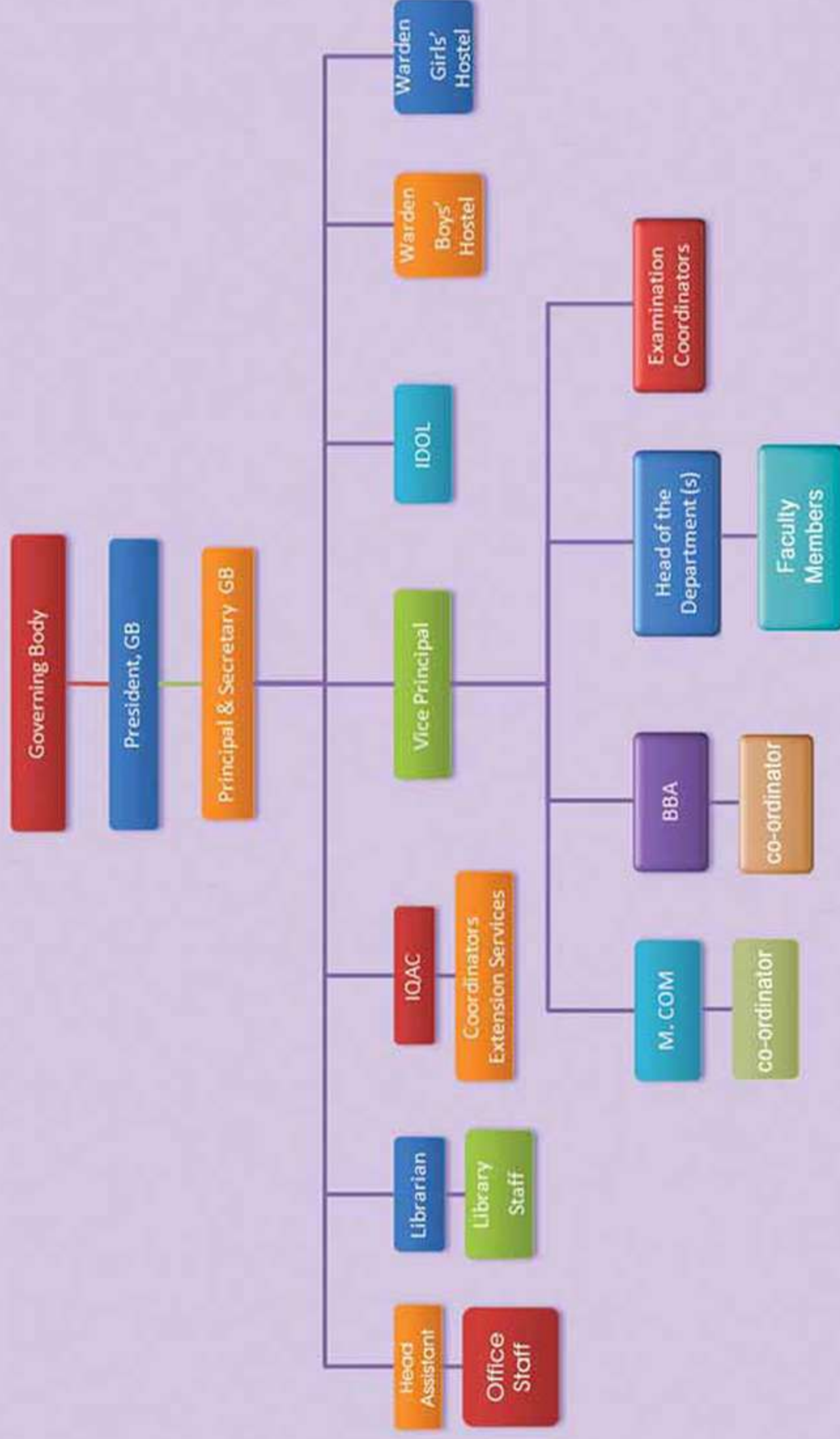B. Com.

B. B. A.

H. S. Com.

H. S. Arts

COMMERCE COLLEGE
KOKRAJHAR

Permanently Affiliated and Recognised Under Section 2 (f) 12 (B) of UGC Act., 1956, India

Organizational Structure of Commerce College, Kokrajhar

A Note from the President, G.B.

Smt. Pramila Rani Brahma
President, Governing Body (G.B.)
Commerce College, Kokrajhar

Commerce College, Kokrajhar as I know, had its origin in 1985. It is the realization of untiring effort of some educationists and well wishers of the locality. It is not an easy task to create a temple of learning. But once initiated means it begins to flow like the water of the stream. A river has to pass through many ups and downs, twists and turns to reach her destination. Likewise the College had its fair share of hurdles and hardships in its march towards success and glory. The college now stands tall as an institution of higher learning. Its achievements and contribution to the society has been recognized and appreciated. The success of the college is due to the hard work of many dedicated individuals, and assistance from the BTC authority, the Govt. of Assam and the University Grants Commission (UGC).

My close association with the college began from the year 2003 when I took the charge of the Chairperson of the Governing Body (G.B.). Since my association with the college, I have patronized and nurtured it, and seen it to grow and progress. The College from its inception has been contributing a great deal towards bringing quality commerce education in the area. The college stresses on value-based and job oriented education to cater to the demands of the booming industrial development of the country and the global economy. The College not just aims to build human resource for the country but also a good citizen of the country and also a good human being.

I hope that students who are aspiring to join this institution will be able to fulfil their aims and build up career under the guidance of the best and dedicated teachers of the college. At last, let me wind up my note, citing the quotation of the Nobel laureate Rabindra Nath Tagore "The highest education is that which does not merely give us information but makes our life in harmony with all existence".

Wishing you all a bright future,

(P. R. Brahma)
President, G.B.

DR. RATNESWAR DEBNATH
M A, LL B, PHD
PRINCIPAL

Principal's Desk...

It is said "Every creation is a self-portrait of the person who created it". There need be no mention that Commerce College, Kokrajhar is a class of its own and a 'Self-portrait of Excellence in Education'. It indeed is a unique opportunity for me to communicate to you and I extend a very warm welcome to those of you who are eager to come into our fold.

Commerce College, Kokrajhar (CCK), in pursuance of the aim to make education as a tool for social change for the betterment of the society, made a modest beginning in 1985. Since then, it has made a giant leap with a unique profile, reflecting its image and innovative approaches to teaching and learning.

"KNOWLEDGE IS CAPITAL" and "INFORMATION IS POWER" and CCK offers both in a perfect combination. We provide opportunities to cater to the professional needs of today's fast growing economy by offering a wide range of Under Graduate and Post Graduate degrees in the field of Commerce and Business.

The success of this College lies in its vision to bring its words into action and every member of the College works towards a common vision that is "Excellence in Education". The other reason is being the support, guidance and approvals from all the respective regulatory authorities and recognition of our services by the Government of Assam & UGC.

The tremendous growth of this college is a reflection of its commitment and dedication towards education and contribution from all, including Professors and all other staffs who are associated with this College.

The Commerce College, Kokrajhar was started with a small beginning on 17th day of March, 1985 with +2 stages in Commerce and now has grown leaps and bounds into Excellence with PG (M.Com) course. The esteemed Governing Body and Development Committee are the key force behind all major developments and success of this College. The driving force and leadership skills of the President and Chairperson ensured all major infrastructures and other facilities in place for the smooth conduct of all the programmes of this College.

CCK offers programmes both in the field of Conventional & Non-Conventional education. Our College is offering Conventional Courses – H.S. Arts & Commerce under AHSEC and B.Com, M.Com under Gauhati University. In 2008 it introduced BBA (Bachelor of Business Administration), three years regular course under Gauhati University as Non-Conventional education.

CCK is known for its strict and disciplined conduct of education and examination thus ensuring quality teaching, learning and service to our society.

Our Motto "Service to Humanity is Service to God". This line inspires everyone of this college to work for a common vision that is "Excellence in Education".

I, again, welcome you to Commerce College, Kokrajhar to learn, develop and enjoy in an academic environment of high standard which not only educates but also builds your character, personality and bright future.

Wishing you all the very best.

(Dr. R. Debnath)
Principal

Commerce College, Kokrajhar is ...

- ♦ ... affiliated to Gauhati University for its 2 years (Four Semesters) Post Graduate Degree course in M.Com.

- ♦ ... permanently affiliated to Gauhati University for its 3 years (Six Semesters) Degree course in commerce.

- ♦ ... affiliated to Gauhati University for its 3 years (Six Semesters) Degree course in B.B.A.(Bachelor of Business Administration).

- ♦ ...recognized under Assam Higher Secondary Education Council, Guwahati for its Higher Secondary courses in Commerce and Arts.

- ♦ ... recognized under 2 (f) and 12 (B) by the University Grants Commission (UGC) Act. 1956

- ♦ ... enlisted as a Regular Study Centre of UG & PG courses under IDOL, GU.

- ♦ ...offering Certificate Course in "Computer Application" and "Spoken English" under UGC Scheme.

"Literacy in itself is no education. Literacy is not the end of education or even the beginning. By education I mean an all-round drawing out of the best in the child and man - body, mind and spirit."

— Mahatma Gandhi

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Education is the manifestation of the perfection already in man."

— Swami Vivekananda

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"Books are the means by which we build bridges between cultures."

— Dr Sarvepalli Radhakrishnan

CONTENTS

Prospectus

INTRODUCTION

1.   Profile of the College

Commerce College, Kokrajhar was established on 17th March, 1985. The College owes its existence to the dedication, inspiration, farsightedness and pioneering work of local intellectuals. To erect the foundation of this temple of education, a resolution was adopted in a public meeting held at Pragati Bhaban, Kokrajhar which was chaired by Late Ranendra Narayan Basumatary, the then Minster of Flood Control, Govt. of Assam to create a college for imparting commerce education in Kokrajhar. Thus, the college came into existence and the modest initiation of its first academic session commenced from 1985-1986 session. Within a short span of time the college has achieved the distinction of being an institution of repute and excellence in the field of Commerce studies.

The College is permanently affiliated to Gauhati University and recognised under Section 2(f) and 12 (B) of UGC Act, 1956, India. It was brought under Deficit GIA system from 1st January, 2009 by the BTC authority. On 1st January, 2013 the Govt. of Assam provincialised the services of the college incumbents.

The College introduced BBA (Bachelor of Business Administration) 3 years (six semesters) regular course under Gauhati University from the session 2008-2009.

2.   Vision of the College

Commerce College, Kokrajhar is to become one of India's leading 'Centre of Excellence' imparting Commerce & IT educations of the highest standard.

3.   Mission

* To identify young people with professional and entrepreneurial aspirations, talent and determinations and trigger them to become excellent professionals/leaders in their chosen pursuits by imparting knowledge and inculcating skills, insights, abilities, healthy habits and right thinking in them.

* To give students new thoughts, new visions and new ambitions, and to equip them for accepting new challenges emerging out of the changing global environment.

* To assist students to discover their potentials so that they get vigour to set the highest goals in life and professional career and achieve them.

* To train students to be successful and effective professionals by enhancing their knowledge initiative, confidence and creativity towards fierce zeal of achieving results.

* To develop student's personality and ability to formulate, structure, solve and analyze solutions to complex professional problems.

We believe that people can't be taught but they can only learn. We facilitate learning by creating an enabling climate. Information can be shared, experiences can be shared, techniques can be mastered but learning has to take place within. Hence, we encourage our

students to be socially conscious, balanced, disciplined, comp-assionate, responsible and happy human beings first and then inspiring team mates and pragmatic leader.

We want to transform students with values so that they are able to manage the resources with vision and concern and they can contribute towards the progress of the society and nation.

4. The Goals and Objectives of the College

(a) To impart conventional and non-conventional commerce educations.

(b) To develop Human Resource through this institution imparting Utilitarian Commerce Education.

(c) To make people aware of Commerce Education.

(d) To solve partially the problem of Unemployment through this institution.

(e) To create academic Excellency in this area through this institution.

5. Motto of the College

Dissemination of information and knowledge as a 'Centre of Excellence' in higher education by imparting quality education and pursuing research studies is the motto of the college.

6. Significance of College Emblem

a) In the round shape of the emblem is written the name of the college with year of establishment and below the abbreviation of the college.

b) In the Middle of the emblem is written the maxim of the College -Discipline & Knowledge which signifies the decency and ethical feature of the college.

c) The emblem decorated with Glob in the upper inside of the circle and a Trading Ship in the lower part of the Circle explains the motto of the college, which imparts utilitarian commerce education.

7. College Library and its Reading Room

The library of the college is fully modernised having RFID system, WiFi facility, computer facility and etc. The library is well furnished, spacious and well stocked with wide variety of book and journals. Earlier students used borrow books from the library against the Library Cards but with the application of RFID technology the students can borrow and return the books using their identity cards, which is a smart card. They may read various newspapers, text books, reference books, magazine and journals in the reading room of the library. There is a book bank facility meant for the poor and needy students.

8. Conference Room

The college has modern and state of the art conference room. The conference room is fully digitised and air conditioned.

9. Smart Classroom

In this age of ICT and digitisation, the college also aims in providing students the best of technological development in the field of teaching-learning. The smart classroom of the college provides such facility. The smart classroom of the college is well equipped with computer, wi-fi facilty and projector.

10. Canteen

The college canteen provides refreshments for the staff and students at a reasonable rate in modest atmosphere.

11. Parking

There are ample Parking sheds for vehicles and bicycles in the College.

12. Drinking Water

Purified drinking water facility including cold water is available for all in the college.

13. Garden

The college is beautified by magnificent garden located centrally in the campus. The various beautiful, colourful and fragrant flowers and tress gives cheerfulness, delight, energy and relaxation to one and all.

14. Swachh Bharat Abhiyan

The college ardently supports the Swachh Bharat Abhiyan. Cleanliness and hygiene is maintained properly and also encouraged. The college also practice and implement Environment and Earth Friendly measures by maintaining Polythene Free Campus.

15. Complain-Cum Suggestion

Students may put their complaints and valuable suggestions, if any, in the "Complain-cum-Suggestion" box for remedies & overall improvement of the college.

16. Auditorium

The college has Auditorium for conducting various functions, seminars, meetings, discussions and academic congregations, etc. The auditorium is well equipped and spacious with 500 sitting capacity.

17. Centralised Computer Centre

Commerce College provides the best available support to its students and, quality learning and academic performance. Computer centre is artistically designed, where students get an opportunity to develop their skills according to the global needs and international standards. Internet facilities supported by high quality software based on curriculum and global requirements, along with latest operating systems, allow the students not only to develop their skills but also access the internet for convenient internal and external communication with the Cyber world.

Other peripherals such as printers, scanners, projectors, etc. also support the various needs of the users. Computer centre is available to the students during college hours.

18. Seminar Halls

To provide practical learning facilities, Commerce College has put in place a large Seminar Hall, Discussion Rooms for different academic purposes. These facilities are complete with presentation equipment such as audio/video /projector and are furnished with comfortable seating for long hours of interaction.

19. Book Bank

There is a book bank facility meant for the poor and needy students. Course related books are available for these students.

20. Games and Sports (Indoor & Outdoor) facilities

The college aims for all round development of the students. Apart from academic excellence, students are also given avenues and encouragement to excel in the fields of games and sports. In this regard there is well equipped indoor and outdoor sports facility in the college.

21. Extension services and other activities

The college apart from academic and physical growth of the students also gives emphasis on building a sense of patriotism, social service and voluntary service among the students. The college has Rovers and Rangers (Bharat Scouts and Guides) unit. The motto of Rovers and Rangers is to inculcate discipline and, serve the society and nation. The NSS Unit of the college is also actively involved in various social activities in the college and outside also. The Red Cross Society has actively extended its services to the society.

22. Hostel

The College has hostel facilities for both boys and girls. The Hostels have intake capacity of 40 (forty) boarders each.

ADMISSION PROCESS

The College offers the following Courses of Studies

    1) Conventional Courses

    2) Non-Conventional Courses

1.   Conventional Courses

    Admission Policy of the College makes the following provisions for the admission process in various Conventional Courses at the entry level:

1. 1   Seat Strengths in various conventional courses

a) HS (Arts)	150 seats in each year	
b) HS (Com.)	150 seats in each year	
c) B.Com (Hons) (Regular)	150 seats	
d) M.Com	60 seats	

NB: The College authority reserves the right to alter the seat strength. The Principal reserves ten seats in each class for outstanding students and wards of the College employees.

1.2   Admission Procedure

    The College adopts following admission procedures:

    a. Cut off marks for issue of forms to HS 1st year and TDC 1st semester fresh students is fixed at 40% for General category and 35% for reserved category of students.

    b. M.Com Eligibility: A student who has passed the B.Com Examination (three years course) with Major from any UGC recognised Institution is eligible for admission into M.Com 1st Semester class.

    M.Com Entrance Test : Students applying for M.Com admission will have to appear in the Common Admission Test for M.Com to be conducted by Gauhati University. The details of the eligibility and procedure for test shall be notified by Gauhati University.

    c. Admission forms and prospectus can be obtained from the office of the College against a payment of Rs. 500/- (Rupees five hundred) only.

    d. Admission is made strictly in order of merit/selection test and is governed by the College Admission Rules. Principal's decision regarding admission is final.

    e. Admission form should be submitted along with following testimonials within seven days from the date of issue of forms unless otherwise notified

    i)   Original money receipt of the form purchased.

    ii)   Attested copies of marks-sheet and Admit Card of last qualifying examination.

    iii) Attested copy of caste certificate

    iv) Original gap certificate (if necessary)

    v)   Four copies of passport size photograph.

    f. Eligible candidates are enlisted after scrutiny and are duly notified on the College Notice Board for admission. Registration forms of Gauhati University (GU) & Assam Higher Secondary Education Council (AHSEC) will be issued to the enlisted candidates only at the time of admission.

    g. Registration must be fill-up through Online system in GU website for B.Com, B.B.A. & M.Com Course after the College Admission. Students seeking admission in degree classes are to enclose a copy of HS registration Certificate along with the registration form.

h. Any pressure or interference from any quarters for admission will automatically disqualify the claims of an admission seeker.

i. Students are required to produce the following documents at the time of admission:

i) Original marks-sheet of the last qualifying examination ;

ii) Original certificate from the Head of the institution last attended.

iii) Original caste certificate (if applicable).

j. B.Com 1st Semester students seeking admission to Major Course are to submit applications separately to departmental heads following the general admission and individual notifications from each department. Applications must be accompanied by attested copies of Marks-sheets of HS examination. Each department will screen the submissions and give the final list based on merit or entrance test. The Departments reserve the rights to fill up less than allotted number of Honours seats and also to drop students from Honours course on the basis of non-performance/ indiscipline.

k. No student will be considered for promotion in the test examination on medical or other extra-ordinary grounds unless he/she clears all preceding examinations conducted by the College / department during that session.

1.3. Reservation of Seats

Reservation policy of the Government of India is strictly maintained during admission.

Two seats each are reserved in various courses for students distinguishing in sports and culture. One seat each is reserved for applicants of the NCC and Scouts & Guides (Subject to production of valid certificate from concerned authority)

1.4. Attendance Rules

HS: Students not attending at least 75% of classes held will not be allowed to appear in the final examination conducted by AHSEC.

B.Com: Students not attending at least 75% of classes held in each semester will not be allowed for the Semester End examinations. This applies to all the subjects, Major and General.

M.Com : Students not attending at least 75% of classes held in each semester will not be allowed for the Semester End examinations.

2. Non Conventional Courses

Admission Policy of the College makes the following provisions for the admission process in various Non Conventional Courses at the entry level:

2.1. Seat Strengths in various Non Conventional Courses

a) B.B.A. 30 seats

b) One Year Certificate/Diploma Courses (Sponsored by UGC)

i) Computer Application 30 seats

ii) Spoken English 30 seats

iii) Human Rights (Foundation Course) 30 seats

2.2 Bachelor of Business Administration (B.B.A.)

With the objective of promoting management education at under-graduate level, Commerce College, Kokrajhar has introduced Bachelor of Business Administration (BBA), three years non conventional degree course under Gauhati University from the academic session of 2008. The main motto of the institution is to prepare young students to take up challenging careers at the entry level in business and industry in the context of globalization and liberalization.

The emphasis of the course is to groom the students as the business leaders of tomorrow and for this purpose the students are imparted education in the specialized areas so that they can become fit for a particular industry and after completing the course they can contribute towards the development of their chosen sector. The course will also be helpful to those who want to continue their higher studies in management. The course prepares young professionals to be responsible and responsive to the demands of society in an ever changing environment making this planet a better place to live in.

2.2.1. Eligibility of Students

A (10+2) degree in Arts, Science, Commerce or a Diploma in Engineering with minimum 40% marks in aggregate from a recognized Board

2.2.2. Admission Procedure

The admission procedure shall follow the following scheme

    i. An admission test (objective) of 200 marks consisting of

    (a)   General Awareness

    (b)   Test of Reasoning

    (c)   Numerical Ability and

    (d)   English Language

    ii.   A Personal Interview: 50 marks

The candidates who qualify the written test will be allowed to appear in the personal interview of the College to pursue the programme.

Candidates who pursue the programme in the college must abide by the rules and regulations of Commerce College, Kokrajhar.

2.2.3. Guidelines

♦   Report to the Test Centre at least 30 minutes in advance before the scheduled commencement of the Test. Applicants will not be admitted after 15 minutes of Test.

♦   Bring your Admit Card without fail or you will NOT be allowed to take the test without admit card.

♦   Bring Blue/Black Ball Point Pen for the examination without fail.

♦   The duration of the Test is 2 hours. There will be 100 objective questions, all of which will be compulsory. Each question will have four options marked (a), (b), (c) and (d). There is No Negative marking.

♦   Do not bring any objectionable materials inside the Examination Hall including electronic devices.

Follow all instructions given inside the Examination Hall by the Invigilator. It is your responsibility to make certain that you follow all instructions.

2.4. One Year Certificate / Diploma Course (Sponsored by UGC)

    i)   Computer Application

    ii)   Spoken English

Keeping in view, the demand of skills in Computer Application and Spoken English, the College provides these courses to help the learners to do well in their academic pursuits and also for better job prospects.

These niche-courses are very important for emerging requirements of the academic and the corporate world which of course offer potential for employability. There is a fully equipped Computer Lab and Language Lab.

There will be admission test for both the courses if application seeking admission exceeds more than capacity.

2.5. Two year Post Graduate Courses (Both Annual and Semester) under IDOL, G.U.

For Details refer Prospectus of Under Graduate and Post Graduate Courses of IDOL G.U. available at IDOL Study Centre of the college.

COURSES AND PROGRAMMES

1. Conventional Courses

The College offers the following Conventional Courses of studies -

1.1.

Two-year Higher Secondary Course in COMMERCE
a) Core Subjects:
I) English
ii) MIL-Bodo, Assamese, Bengali, Hindi, Nepali **or** Alternative English. *Student must select either one Modern Indian Language (MIL) or Alternative English. Though in all other MIL subjects, classes are conducted, the College does not provide classes in Nepali.*
b) Compulsory Subjects:
iii) Accountancy
iv) Business Studies
c) Elective Subjects: (Any one or two)
v) Economics / Mathematics
vi) Banking
vii) Commercial Mathematics & Statistics

NB: Course pattern opted in H.S.1st year will remain same in the Second year.

Two-year Higher Secondary Course in ARTS
a) Core Subjects:
I) English
ii) MIL-Bodo, Assamese, Bengali, Hindi, Nepali **or** Alternative English. *Student must select either one Modern Indian Language (MIL) or Alternative English. Though in all other MIL subjects classes are conducted, the College does not provide classes in Nepali.*
b) Elective Subjects : (Any three or four)

iii. Economics		iv. Political Science	
v. Education		vi. History	
vii. Advance Language:	(Any one)		
a) Advance Bodo		b) Advance Assamese	
c) Advance Bengali		d) Advance Hindi	

NB: Course pattern opted in H.S.1st year will remain same in the Second year.

1.3. Three year (Six Semesters) Degree Course in Commerce

There is a three-year course (Semester System) of study for the degree of Bachelor of Commerce (B.Com). It shall consist of Six Semesters (three years). There shall be two types of courses - A) Pass Course and B) Honours Course.

List of Paper B. Com. Regular Course 1st and 2nd Semester

Core Course Papers
1. COM-RC-1026   Financial Accounting
2. COM-RC-1036   Business Organisation and Management
3. COM-RC-2026   Business Law
4. COM-RC-2036   Business Mathematics and Statistics

Ability-Enhancement Compulsory Course (AECC) Papers
1. COM-AE-1014   Environmental Studies
2. COM-AE-2014   Language : English/Hindi/Modern Indian Language

Language Papers
1. COM-CC-1046   English Language
2. COM-CC-2046   Hindi/Modern Indian Language

B. Com. (Regular) : Three-Year (6-Semester) CBCS Programme Structure

Course No.	Course Title	Course Type
	Semester I	
BCM-AE-I014	Business Communication (English/Hindi/MIL)	Ability-Enhancement Compulsory Course (AECC)- 1
COM-RC-I026	Financial Accounting	Core Course C-1
COM-RC-I036	Business Organisation and Management	Core Course C-2
ENG-CC-I016	English Language	Language-1
	Semester II	
ENV-AE-2014	Environmental Studies	Ability-Enhancement Compulsory Course (AECC)- 2
COM-RC-2026	Business Law	Core Course C-3
COM-RC-2036	Business Mathematics and Statistics	Core Course C-4
ENG-CC-2016	English-II	Language-2
	Semester III	
COM-RC-3016	Company Law	Core Course C-5
COM-RC-3026	Income Tax Law and Practice	Core Course C-6
COM-CC-3036	Hindi/ Modern Indian Language	Language-3
COM-SEC-RC-3044 (A) COM-SEC-RC-3044 (B)	*Anyone the following* Computer Application in Business/ New Venture Planning	Skill-Enhancement Elective Course (SEC)-1
	Semester IV	
COM-CC-4016	Soft Skills for Business	Language-4
COM-RC-4026	Corporate Accounting	Core Course C-7
COM-RC-4036	Cost Accounting	Core Course C-8

COM-SEC-RC-4044 (A) COM-SEC-RC-4044 (B)	*Anyone the following* E-Commerce/ E-Filing of Return	Skill-Enhancement Elective Course (SEC) -2
	Semester V	
COM-DSE- RC-5016 (A) COM-DSE- RC-5016 (B) COM-DSE- RC-5016 (C) COM-DSE- RC-5016 (D)	*Anyone the following* Human Resource Management Principles of Marketing Auditing and Corporate Governance Indian Financial System	Discipline Specific Elective (DSE)-l
COM-DSE- RC-5026 (A) COM-DSE- RC-5026 (B)	*Anyone of the following* Fundamentals of Financial Management Indirect Tax Law	Discipline-Specific Elective (DSE)-2
COM-SEC- RC-5024 (A) COM-SEC- RC-5024 (B)	*Anyone of the following* Entrepreneurship Event Management	Skill-Enhancement Elective Course (SEC)-3
COM-GE- RC-5036 (A) COM-GE- RC-5036 (B)	*Anyone of the following* Principles of Micro Economics Business Economics	Generic Elective (GE)-l
	Semester VI	
	Anyone of the following	Discipline-Specific Elective (DSE)-3
COM- DSE- RC-6016 (A)	Advertising	
COM- DSE- RC-6016 (B)	Banking	
COM- DSE- RC-6016 (C)	Management Accounting	
COM- DSE- RC-6016 (D)	Computerised Accounting System	
	Anyone of the following	Discipline-Specific Elective (DSE)-4
COM- DSE- RC-6026 (A)	International Business	
COM- DSE- RC-6026 (B)	Office Management and Secretarial Practice	
COM- DSE- RC-6026 (C)	Fundamentals of Investment	
COM- DSE- RC-6026 (D)	Consumer Affairs and Customer Care	
	Anyone of the following	Skill-Enhancement Elective Course (SEC)-4
COM- SEC- RC-6034 (A)	Personal Selling and Salesmanship	
COM- SEC- RC-6034 (B)	Retail Management	
	Anyone of the following	Generic Elective (GE)-2
COM- GE- RC-6046 (A)	Indian Economy	
COM- GE- RC-6046 (B)	Micro Finance	

List of Paper B.Com (Honours) for 1ˢᵗ & 2ⁿᵈ Semester

Core Papers

1.	COM-HC-1026	:	Financial Accounting
2.	COM-HC-1036	:	Business Law
3.	COM-HC-1026	:	Corporate Accounting
4.	COM-HC-2036	:	Corporate Laws

Core Papers

1.	COM-GE-1046 (A)	:	Micro Economice
2.	COM-GE-1046 (B)	:	Inversting in Stock Markets
3.	COM-GE-2046 (A)	:	Macro Economice
4.	COM-GE-2046 (B)	:	Insurance &Risk Management

Ability-Enhancement Compulsory Course Papers

1.	COM-AE-1014	:	Environmental Studies
2	COM-AE-2014	:	Business Communication (Language-English/Hindi/ Mil)

B. Com (Hons) : Three- Year (6-Semester) CBCS Programme Course Structure

Course No.	Course Title	Course Type
	Semester I	
BCM-AE-I014	Business Communication (English/Hindi/MIL)	Ability-Enhancement Compulsory Course (AECC)-I
COM-HC-I026	Financial Accounting	Core Course C-I
COM-HC-I036	Business Law	Core Course C-2
COM-GE-I046(A) COM-GE-I046(B)	**Anyone of the following** Micro Economics/ Investing in Stock Markets	Generic Elective (GE)-I
	Semester II	
ENV-AE-2014	Environmental Studies	Ability-Enhancement Compulsory Course (AECC)-2
COM-HC-2026	Corporate Accounting	Core Course C-3
COM-HC-2036	Corporate Laws	Core Course C-4
COM-GE-2046(A) COM-GE-2046(B)	**Anyone of the following** Macro Economics/ Insurance & Risk Management	Generic Elective (GE)-2
	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

COM-GE-3046 (A) COM-GE-3046 (B)	**Anyone of the following** Business Statistics/ Operation Research in Business	Generic Elective (GE)-3
COM-SEC-HC-30S4 (A) COM-SEC-HC-30S4 (B)	**Anyone of the following** Entrepreneurship/ New Venture Planning	Skill-Enhancement Elective Course (SEC)-I
	Semester IV	
COM-HC-4016 COM-HC-4026 COM-HC-4036	Cost Accounting Business Mathematics Human Resource Management	Core Course C-8 Core Course C-9 Core Course C-I0
COM-GE-4046 (A) COM-GE-4046 (B)	**Anyone of the following** Indian Economy/ Micro Finance	Generic Elective (GE)-4
COM-SEC-HC-4054 (A) COM-SEC-HC-4054 (B)	**Anyone of the following** E-Commerce/ E-Filing of Returns	Skill-Enhancement Elective Course (SEC)-2
	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 *(Anyone of Group A other than the subject selected under DSE-2)*	Discipline Specific Elective (DSE)-l
	DSE-2 *(Anyone of Group A other than the subject selected under DSE-1)*	Discipline Specific Elective (DSE)-2
	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	
COM-HC-6016	Auditing and Corporate Governance	Core Course C-13
COM-HC-6026	Indirect Tax Laws	Core Course C-14
	DSE-3 *(Anyone of Group B other than the subject selected under DSE-4)*	Discipline Specific Elective (DSE)-3
	DSE-4 *(Anyone of Group B other than the subject selected under DSE-3)*	Discipline Specific Elective (DSE)-4.
	Discipline Specific Elective (DSE)Group B	
COM-DSE- HC-6036 (A)	Fundamentals of Investment	
COM-DSE- HC-6036 (B)	Consumer Affairs and Customer Care	
COM-DSE- HC-6036 (C)	Advanced Corporate Accounting	
COM-DSE- HC-6036 (D)	International Business	
COM-DSE- HC-6036 (E)	Industrial Relations and Labour Laws	
COM-DSE- HC-6036 (F)	Business Research Methods and Project Work	

1.4. Two year (Four Semesters) Post Graduate Course in Commerce

There is a two-year course (Semester System) of study for the Post graduate degree of Master of Commerce (M.Com). It shall consist of Four Semesters.

MASTER OF COMMERCE (M.COM) SYLLABUS

First Semester	Second Semester
1.1. Business Policy Analysis 1.2. Financial reporting and Analysis 1.3. Marketing Policy Analysis 1.4. Business Statistics 1.5. Financial Markets and Institutions	2.6. Economic Legislation 2.7. Organizational Behaviour 2.8. Operations Research & Computer in Business 2.9. (A) Advanced Financial Management 2.9. (B) Strategic Human Resource Management 2.10. (A) Security Analysis & Portfolio Management 2.10. (B) Marketing Research & Consumer Behaviour NB : (Paper 2.6, 2.7, & 2.8 are compulsory. Paper 2.9 .A or 2.9.B and 2.10.A or 2.10.B)
Third Semester	**Fourth Semester**
3.11. Research methodology 3.12. Project Management 3.13. (A) International Financial Management 3.13. (B) Industrial Relations & Labour Laws 3.14. (A) Advanced Cost and Management Accounting 3.14. (B) International Marketing 3.15. Dissertation NB : (Paper 3.11, 3.12 & 3.15 are compulsory. Paper 3.13.A or 3.13 B and 3.14.A or 3.14B)	4.16. Strategic Management 4.17. Entrepreneurship Management 4.18. Tax Planning 4.19. Management of Financial Services 4.20. Strategic Services Marketing 4.21. Microfinance 4.22. International Business 4.24. E-Commerce NB : (Paper 4.16 & 4.17 are compulsory. From the remaining papers students shall opt any three papers)

"Education is not learning of facts, but the training of the mind to think."

– Albert Einstein

"Education is the most powerful weapon which you can use to change the world."

– Nelson Mandela

"Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family."

– Kofi Annan

2. Non-Conventional Courses

The College offers the following Non-Conventional Courses of studies.

2.1. Three years (six semesters) Degree Course in Bachelor of Business Administration (BBA)

Bachelor of Business Administration (Hons.)
3 Year Degree Course Under CBCS Programme

Course No.	Course Title	Course Type
	1st Semester	
BBA-AE-1014	Business Communication (Language : English)	AECC-1
BBA-HC-1026	Principles of Management	CORE COURSE -1
BBA-HC-1036	Manageial Economics	CORE COURSE-2
BBA-HG-1046	Mathematical Techniques In Business	GE- 1
	2nd Semester	
BBA-AE-2014	Environmental Science	AECC-2
BBA-HC-2026	Financial Accounting	CORE COURSE-3
BBA-HC-2036	Statistics For Business Decisions	CORE COURSE- 4
BBA-HC-2046	Indian Economic Scenario	CORE COURSE- 5
BBA-HG-2056	Computer Fundamentals	GE-2
	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 (DSC-II) and human resource (DSE-III)	DSC-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 (DSC-I), marketing (DSC-II) and human resource (DSC-III)	DSE 3 & 4

REGULATIONS

I. The Bachelor of Business Administration Course, called the BBA Course hereafter, shall comprise of three academic years and each academic year shall consist of two semesters. Each semester shall approximately consist of 19 weeks of teaching, 3 weeks of academic and other formalities including the semester examination and 4 weeks of semester break.

II. **Admission Criteria:** The selection of eligible applicants will be based on the applicant's overall performance in (10+2) examination.

III. **Examination:**

(a) There will be 6(six) examinations, one at the end of each semester.

Duration of the semester period will be as follows:

First, Third and Fifth Semester :

July to December.

Second, Fourth and Sixth Semester :

January to June.

(b) A candidate for the examination shall be examined as per syllabi where each written paper shall be of 3 hours duration.

(c) A candidate shall not be sent up for a semester examination if he/she has not attended at least 75% of the classes held for each subject including lectures, seminars, tutorials and case analysis.

(d) Each paper shall carry 100 marks, out of which 20 marks shall be allocated to internal evaluation. The minimum marks required for passing the examination shall be 40% both in internal evaluation and written examination, in each paper separately and 50% in the aggregate, separately for each semester examination.

(e) If a candidate fails to secure pass marks in a subject paper in the internal evaluation, he/she shall be debarred from appearing in the Term end Semester examination and he/she will have to seek re-admission into that semester when it is offered.

(f) A candidate shall submit a Summer Project Report herein after referred to as Report, in duplicate to the Head of the Dept. within 5 weeks of completion of the project; generally by 15th November in the Fifth Semester period. The report shall carry 100 marks in total out of which 20 marks be allotted for internal evaluation. The remaining 80 marks will

be divided into 50 marks for evaluation of text of the report and 30 marks for Viva-Voce. The report shall be prepared under the guidance of a teacher of the Dept. who shall be referred to as the Guide for this purpose. The Guide in consultation with the candidate concerned shall determine the topic and exact title of the Report.

Two examiners to be appointed by the Controller of Examinations shall evaluate each report. The average of the marks awarded by the two examiners shall be the mark awarded to the candidate on the text part of the report.

The Guide and the external examiner shall conduct the Viva-Voce examination jointly. The Viva-Voce marks obtained by the candidate together with the average marks obtained in the text shall be the final marks awarded to the candidate on the report.

(g) A failed candidate is eligible to appear in a maximum of 2 back papers in Term End Semester examination, provided he/she has secured minimum 50% marks in the aggregate in the concerned examination. A student will be allowed to clear six semesters in maximum five years. He/she will not be allowed to take more than three chances in any semester.

(h) A student who could not appear or failed in any semester will be allowed to clear the same as follows:

(1) First semester with the regular Third/Fifth semester

(2) Second semester with the regular Fourth/Sixth semester

(i) If a candidate secures pass marks in internal evaluation but has not cleared any of the semester examination then he/she will be allowed to appear in the next semester examination, but his/her final results after Fourth semester, will be kept with-held until he/she clears all the back log.

(J) If a candidate fails in a semester examination, the marks secured by him/her in internal evaluation in each subject shall be carried over to the next semester examination, provided he/she obtains the minimum pass marks which shall remain valid for two years only.

Result

A candidate shall be awarded BBA Degree on passing all the six semester examination. Final results will be worked by adding total marks secured in all the six semester examinations. Those candidate who secured 50 percent or more but less than 60 percent in aggregate will be declared as having passed the examination in Second Class and those securing 60 percent or above will be declared as having passed in the First Class.

A candidate will be declared to have passed with Distinction in appropriate class provided the candidate passes all the semester examinations from First to the Sixth regularly, without keeping any arrear subject at any semester and completes the BBA Course in three academic years from the date of his/her admission and secures at least 75 percent marks.

2.2. **Certificate Course in Computer Application, Spoken English and Human Rights (Foundation Course)**

3. **Extension Service in Under Graduate and Post Graduate Courses under IDOL, G.U. Scheme**

Commerce College, Kokrajhar started extension service through the courses under IDOL (Institute of Distance and Open Learning) of G.U. to impart undergraduate (U.G.) and Post Graduate (P.G.) courses w.e.f. 2012-13 session to facilitate the students who are not able to go for Regular courses. The college is having a regular study centre of IDOL along with Examination Centre for the following U.G. and P.G. courses. (As per notification issued time to time by IDOL, GU)

3.1. Under Graduate Courses
- BCA
- B.Sc. IT

3.2. Post Graduate Courses (Non-Semester)
- M.A. in Philosophy
- M.A. in Bodo
- M.A. in Nepali
- Master of Communication & Journalism (MCJ)

3.3. Post Graduate Courses (Semester)
- M.A. in Assamese
- M.A. in English
- M.A./M.Sc. in Economics
- M.Sc. in Mathematics
- M.A. in Political Science
- M.A. in Education
- M.A. in Sanskrit
- M.A.in History
- M.A.in Bengali
- M. Sc. (IT)
- MCA
- M.Com

3.4. Post Graduate Diploma Programmes
- Sales and Marketing Management (PGDSMM)
- Human Resource Management (PGDHRM)
- Business Management (PGDBM)
- Insurance and Risk Management (PGDIM)
- Banking and Finance Services (PGDBFS)
- Journalism and Mass Communication (PGDJMC)
- Computer Application (PGDCA)

3.5. Certificate course
- Certificate in Computer Application (CCA)

FOR DETAILS
- See IDOL Prospectus
- Contact the Coordinator, Study Centre IDOL, Commerce College, Kokrajhar, Phone No. 03661-271021
- Website: www.idolgu.in and e-learning Portal: www.bodhidroom.idolgu.org

4. UNIQUE FEATURES:
The College provides for
- A well equipped auditorium
- A spacious conference room with LCD projector.
- A case study hall.
- A well stocked book bank facilities.
- An extensive video collection.
- A well stocked reference section, having a collection of working papers, company annual reports, directories, indexes etc.
- Computer lab with application software.
- Research centre with computers and Database including PROWESS package.
- Recreation centre.

TEACHING, LEARNING & EVALUATION

The College seeks to supplement traditional and modern classroom teaching with learning by "doing" which implies students' active interaction in the teaching-learning process through participation in seminar, tutorials, fieldworks, group-discussion etc. Teachers in each department co-ordinate and specify positive and negative experiences in different programmes, progress of the syllabus as per internal plans and when necessary they suggest measures for methodological/ tactical innovations in teaching and learning.

1. Remedial Coaching

The College has introduced remedial coaching for socially disadvantaged students belonging to the scheduled caste and the scheduled tribe communities. However, with a view to dispelling sense of separateness/ social distinctness in students, the College encourages even general students who are otherwise economically backward, to attend Remedial Coaching classes. Remedial coaching, be it mentioned, is distinct from the conventional classes. In this type of coaching it concentrates on students-centred, examination-oriented approach. Tutorials, seminars, etc. are parts of this coaching.

2. Syllabus Design

With a view to bringing more accountability in teaching and bringing uniformity in the teaching-learning experience, the syllabus content in each class is split up and unitized thereby promising an exhaustive and uniform treatment of split-up modules of a subject. Accordingly the time-bound split-up syllabus is notified by all the departments, which indicate the portion of the syllabus/ course contents/ chapters which are to be the modules for particular terminal/ unit test/ test examination.

3. Evaluation System

Continuous evaluation is carried out in the form of unit tests and other tests of the students in order to promote students' perception in subject areas and locate the weak links/ strong points of particular students. Unit test of H.S. and sessional test of UG & PG classes and test examinations are conducted as per Academic Calendar.

The time schedule of different classes and examination are given in the Academic Calendar enclosed at the end.

4. Feedback System & Assessment of Teaching

Teaching is evaluated by the students through feedback as a mechanism for smoothing up teaching-learning process and bringing reformative measures where necessary.

Prospectus

RESOURCES AND PRACTICES

1. Governance

The Commerce College, Kokrajhar functions under the overall umbrella of the Act and Statutes of the college and is governed by the Provisions, Ordinance, Regulations and Guidelines framed by the Gauhati University, UGC and the State Govt. The following Statutory Bodies provide policy framework and direction in the functioning of the College and fulfilment of its objects:

a) Governing Body

b) Academic Council

c) Planning and Monitoring Board

d) Development Committee

2. Maintenance of Discipline

In matters of healthy practices, the College gives high priority to maintenance of discipline in the College campus. Discipline Monitoring Cell is actively engaged in supervising the aspect of discipline. The following rules have been framed in this direction:

I. The College is committed to maintenance of discipline and decorum among students.

II. Students must abide by the rules and regulations as prescribed by the College authority. Violation of rules, irregular attendance, showing discourtesy to teachers and staff members in any form, adoption of unfair means during examinations, delinquent behaviour in the College campus or outside, etc. are some of the offences which may invite disciplinary action like termination of scholarship, compulsory transfer and even expulsion from the College.

III. All forms of ragging in the College campus are prohibited. Strong disciplinary action will be taken if anyone is found to be involved directly or indirectly in ragging.

IV. Any notice desired to be pasted or circulated by the students anywhere in the College will need the prior permission of the College authority.

V. Discipline Monitoring Cell will look after the maintenance of discipline within the campus.

VI. Students must not loiter in the corridors so as to disturb other classes. The College authority may take strong action for this.

VII. Students must maintain silence and discipline in the reading room of the Library. In no way they should indulge in gossiping and unacademic activities. Violation of this norm may lead to cancellation of library member-ship.

VIII. Powers in respect to maintenance of discipline are vested with the head of the institution. His decision shall be final in all such matters.

3. Cells for Extra-curricular & other Activities

Different Cells and Societies are there in the College which is reconstituted annually in the College to cater to extracurricular promotion of the students. Students may contact Prof.-in-charge of the respective Cells and Societies in accordance with individual interests. Each cell will formulate programmes which will be notified from time to time.

4. General Grievance Redressel Cell

The Cell addresses grievances of aggrieved students and staff relating to

academic and infrastructural matters of the college. The convenor of the relevant Cell can be contacted for details.

5. Information & Career Guidance Cell (ICGC)

The College has set up the Information & Career Guidance Cell (ICGC). This Cell is to guide students about career planning, job prospects, entrepreneurship, etc. Personality development, quantitative aptitude enhancement, imparting skills in facing job interview, etc. will be focal points the Cell will look into.

6. Extension Activities

The Extension Education Cell has taken initiative to encourage the faculty and students to respond to the community needs and involve in the extension and awareness programme. The Cell has already conducted many of awareness programmes on Ecological imbalance, Health & Hygiene, Disaster management, AIDS, Drugs, etc.

7. Students' Identity Card

College identity cards are issued annually. Old identity card is to be surrendered by each student at the end of academic session of a year for renewal. Students admitted in short-term professional courses are also issued Identity card for the entire duration of their respective courses.

The College authority reserves the right to issue a duplicate identity card in case of loss/ damage of the original card.

8. Students' Aid Fund

A students' Aid Fund has been created by taking Rs. 100/ - from each student as contribution with a view to assisting poor and meritorious students. The Students' Aid Fund Committee, after careful consideration of all applications for financial help, prepares a list of students who really deserve assistance and fixes the amount to be given to each selected applicant.

9. Students' Union

Commerce College Kokrajhar Student's Union (CCKSU) is the elected general body of the college students. Its membership is compulsory for every in-house students. Office bearers of the union are elected annually through the general election held in the month of September every year. Union Body comprises of 8 (eight) executive members and class representatives. Principal is the President of the body and Vice-President is nominated (under the discretion of the Principal). General Secretary, Asst. General Secretary and 6 (six) other members are elected by the students through election. These secretaries work under the guidance and direct supervision of Professor-in-charge. The secretaries, including GS are directly responsible for conducting various programmes relating to extra-curricular and social activities throughout the year. The College authority prepares an annual budget of CCKSU on the basis of the total fee received from all the students along with a provision of reserve fund. The reserve fund is utilised for round the year activities and also for giving necessary support to developmental activities within the College.

CCKSU will act for upliftment of academic interest of students, emergence of healthy intellectual and cultural milieu and growth of extra-curricular aptitudinal activities of students. In no circumstances the Union Body shall come in confrontation with the authority. The College authority expects that difference can be hammered out through negotiations and logical dialogues. In case these methods fail, the decisions of the College authority will be binding and final. Any agitational move against the authority will be dealt with firmly that may lead to rustication, or other severe punishment.

If there are any grievances, complaints relating to academic aspects or general facilities that must be submitted to the College authority

for consideration with at least one month's notice. This may also be addressed to General Grievance Cell of the College.

Any student willing to offer candidature for contesting the CCKSU elections/selection must attend at least 75% of the total number of classes held during the session to qualify as a candidate, failing which he/she will automatically lose chance to contest the said elections/selection. This is as per the notification by the Govt. of India following the verdict of the Supreme Court.

10. Documentation Centre

The college has developed a Documentation Centre at the College so as to preserve all research works and publications of the faculty along with the Journals, Magazines, Bulletins and News Letters published by the departments and other Bodies of the College. The Centre also preserves all valuable documents and records relating to academic and infrastructural issues. The Centre also maintains records of students' feedback on teaching, courses and campus environment. Internet facilities have also been arranged for the use of the students and teachers at the Documentation Centre.

11. Centralised Computer Application Centre

The College has also setup a Centralised Computer Application Centre for the benefit of students, teachers and staff. The Centre now possesses thirty (30) computer sets, six (6) printers and three (3) Projectors. The main objective of the Centre is to motivate the students, staff and faculties for obtaining computer literacy and also to extend necessary computer support for academic and administrative activities.

12. Other Amenities

The College provides various other amenities for the students, such as library, Reading Room, Auditorium, Students' recreation rooms, Indoor and Outdoor games facilities, Playground and canteen.

13. Social and Voluntary Services

Students can join various social and voluntary services like Rovers and Rangers (Bharat Scouts and Guides), NSS and Red Cross Society so as to serve and contribute to the society and nation.

14. Internet and Wi-Fi Facility

The college has both internet and Wi-Fi facility. Students can use these facilities for their studies and, gaining knowledge and information.

15. Students' Uniform

The idea of the uniform is promoted by the institution's initiative in inspiring a sense of togetherness in the multi-ethnic students' community. It is hoped that the uniform will foster a sense of cohesion and institutional allegiance. The colour code of the uniform is as follows:

Colour of Students' Uniform

For Boys

Trouser	:	Dark Maroon
Shirt	:	Light Cream with Light Maroon Strip
Sweater/Blazer	:	Dark Maroon
Tie	:	Dark Maroon and Light Cream Strip

For Girls

Blouse	:	Light Cream
Dokhona /Mekhela /Sari	:	Dark Maroon with light Cream Border Design
Salwar	:	Dark Maroon
Kameez	:	Light Cream with Light Maroon Strip
Alon	:	Light Cream with Light Maroon Strip
Oorni /Dupatta	:	Dark Maroon
Sweater /Blazer	:	Dark Maroon

RESEARCH ACTIVITIES

1.UGC Minor Research Projects (MRP)

Sl. No.	Title of Project	Funding Agency	Principal Investigator
1	A Study of Art, Culture and Society of the Nepali People of Kokrajhar District, BTC, Assam	UGC	Shyam Subedy, Asst. Professor, English
2	A Case Study of College Libraries to Improve Reading Learning Process with Special Reference of Kokrajhar District of BTAD	UGC	Abhijit Kr. Bezbaruah, Librarian
3	A Study on Importance of Marketing in Tourism in Reference to Bodoland Territorial Council (B.T.C.)	UGC	Sonia Brahma Asst. Professor, Management
4	A Study on Deuri Folk-Culture and Life (With Special reference to the Deuris of Lakhimpur and Jorhat District).	UGC	Bindu Bhushan Borah Asst. Professor, Assamese
5	A Study of Bengali Little Magazine and its Literary Impact on Bengali Society in Kokrajhar District of BTAD	UGC	Debasish Bhattacharjee Asst. Professor, Bengali
6	Bank Lending on Micro and Small Enterprise – A Case Study of Nagaon District (Assam)	UGC	Kishor Krishna Das Asst. Professor, Finance
7	Changes in Socio-Economic Condition of Small and Marginal Cultivators – A Case study of Dhubri District, Assam	UGC	Md. Hobibor Rahman Asst. Professor, Accountancy
8	A Study on Perception of Borrowers as to Utilisation and Repayment of Cooperative Finance in the District of Kokrajhar	UGC	Binod Chandra Swargiary Asst. Professor, Commerce
9	NGO and its contribution to the Rural	UGC	Bipul Kumar Pathak

	Development of Kokrajhar District – A Case Study		Asst. Professor, Finance
10	A Study on the Unit Cost of Higher education with Special Reference to Kokrajhar (BTAD) Assam	UGC	Subhash Saha Asst. Professor, Accountancy
11	A Study of Socio-Cultural Relevance of Bwisagu Festival among Bodos of Kokrajhar District	UGC	Bipul Chandra Basumatary Asst. Professor, Bodo
12	Role of Women Entrepreneurs in Socio-Economic Development of Bongaigaon District, Assam with Special Reference to Cottage and Small Scale Industries (SSIs)	UGC	Alit Sen Gupta Asst. Professor, Management
13	Psychographic Market Segmentation of youths of Silchar, Cachar, Assam	UGC	Nilotpal Saha Asst. Professor, Commerce
14	Phaniswar Nath Renu Ke 'Maila Aanchal' Mein Chitrita Lok-Jeewan	UGC	Madhab Chandra Rabha Asst. Professor, Hindi
15	Marketing Problems and Prospects of Handloom and Handicrafts industries in Kokrajhar district, Assam	UGC	Jyoti Narzary Asst. Professor, Management
16	Rural Tourism a tool for local development Diagnosis of the BTAD area of Assam	UGC	Uday Kumar Shome Asst. Professor, Management
17	Role of Micro Credit for Socio Economic Upliftment of Vulnerable section of the People in Rural Āreas – A Study on Bongaigaon District of Assam	UGC	Ranjit Dutta, Asst. Professor, Accountancy
18	Cosmological Models in Lyra Geometry	UGC	Mahbubur Rahman Mollah, Asst. Professor, Mathematics

19	Socio Economic Analysis of Child Domestic Labour in Kokrajhar District of BTC, Assam	UGC	Gitika Das Asst. Professor, Economics
20	Enhancing Women Empowerment through Information & Communication Technology – A Case Study of Kokrajhar District of Assam	UGC	Reemi Barman Asst. Professor, BBA
21	SWOT Analysis of Tourism Sector of Assam	UGC	Shravan Lahary, Asst. Professor, English

SECTION- G

TEACHING APPROACH

The pedagogical approach adopted by the department is a judicious combination of classroom lecture group exercises, case analysis, presentation, guest lectures, in basket techniques, industrial visits and workshop.

1. HIGHLIGHTS OF THE PROGRAMMERS

      A) Head of Department   :   Dr. R. Debnath, Principal

      B) Academic In-Charge   :   Mr. A. Sen Gupta, Vice-Principal

      C) Coordinator (BBA)   :   Mr. J. Narzary

      D) Coordinator (IDOL)   :   Mr. B.C. Swargiary

      E) Coordinator (PG course)   :   Mr. A. Sen Gupta, Vice-Principal

      F) Coordinator (IQAC & NAAC) :   Mr. S. Subedy

"If four things are followed - having a great aim, acquiring knowledge, hard work, and perseverance - then anything can be achieved."   –   Dr. A. P. J. Abdul Kalam

2. TEACHING FACULTY

Department of Management

Mr. A. Sen Gupta
Vice-Principal
M.Com., M. Phil

Ms. S. Brahma
Asst. Prof.
M.Com., M. Phil

Mr. U.K. Shome
Asst. Prof.
M.Com, NET

Department of Accountancy

Mr. S. Saha
Asst. Prof.
M.Com., LLB, M. Phil

Md. H. Rahman
Asst. Prof.
M.Com., M.Phil

Mr. R. Dutta
Asst. Prof.
M.Com., M.Phil., SLET

Department of Banking

Mr. P.K. Das
Asst. Prof.
M.Com., M. Phil

Mr. B. K. Pathak
Asst. Prof.
M.Com., SLET, M. Phil.

Dr. K. K. Das
Asst. Prof.
M.Com, Ph.D, JRF, M.Ed., MBA

Department of Commerce

Mr. B.C. Swargiary
Asst. Prof.
M.Com., BLISc., B.Ed.,
M. Phil, NET

Dr. N. Saha
Asst. Prof.
M.Com., Ph.D, NET,
PGDIBO, PGDMM

Department of Mathematics

Dr. M.R. Mollah
Asst. Prof.
M.Sc., Ph.D, M. Phil

Ms. N. Nath
Asst. Prof.
M.Sc., M. Phil

Department of English

Mr. S. Subedy
Asst. Prof.
M.A., B.Ed., M. Phil

Mr. S. Lahary
Asst. Prof.
M.A., M. Phil

Department of Economics

Ms. G. Das
Asst. Prof.
M.A., M. Phil, NET

Ms. Y. Daimary
Asst. Prof.
M.A., B.Ed.

Department of MIL

Dr. D. Bhattacharjee
Asst. Prof. (Bengali)
M.A., M. Phil, Ph.D.

Dr. B.B. Borah
Asst. Prof. (Assamese)
M.A.(double), Ph.D,
NET, SLET

Mr. B.C. Basumatary
Asst. Prof.(Bodo)
M.A., B.Ed., M. Phil,
NET, SLET

Mr. M.C. Rabha
Asst. Prof.(Hindi)
M.A., M. Phil, SLET

Department of BBA

Mr. J. Narzary
Asst. Prof.
MBA, NET

Ms. R. Barman
Asst. Prof.
MCA, M. Phil

3. Non- Teaching Staff

Library Staff

Mr. A.K. Bezbaruah
Librarian
M.Sc., MLISc.

Mr. P.K. Chetry
Library Assistant

Ms. J. Basumatary
Library Bearer

3. Non- Teaching Staff

Ms. S. Brahma
Head Assistant

Mr. N. Pradhan
Senior Assistant

Mr. H. Machahary
Junior Assistant

Mr. D. Basumatary
Junior Assistant

Mr. A. Basumatary
Junior Assistant

Mr. K. Roy
Grade –IV

Mr. J. K. Roy
Grade –IV

Ms. P. Roy
Grade –IV

Mr. Saha
Grade –IV

Mr. S. Brahma
Grade-IV

Present Principal and the Vice Principal with
Founder Principal Late Mukul Ch. Brahma.

Moment of Silver Jubilee Celebration of
Commerce College, Kokrajhar

4. DIFFERENT COMMITTEES

Academic Council

Chairman	: Dr. R. Debnath, Principal
Convenor	: Mr. A. Sen Gupta, Vice-Principal
Members	: Mr. S. Subedy, HOD, English
	: Mr. S. Saha, HOD, Accountancy
	: Mr. P.K. Das, HOD, Banking
	: Dr. M.R. Mollah, Deptt. of Mathematics
	: Dr. D. Bhattacharjee, Deptt. of Bengali
	: Mr. B.C. Basumatary, Deptt. of Bodo
	: Mr. M.C. Rabha, Deptt. of Hindi
	: Dr. B.B. Borah, Deptt. of Assamese
	: Mr. J. Narzary, Coordinator, BBA
	: Ms. G. Das, HOD, Economics
	: Mr. B.C. Swargiary, HOD, Commerce

Examination Committee

Chairman	: Dr. R. Debnath, Principal
Convenor	: Mr. A. Sen Gupta, Vice-Principal
Members	: Md. H. Rahman
	: Mr. J. Narzary
	: Ms. G. Das
	: Mr. N. Pradhan (Sr. Asst.)
	: Mr. H. Machahary (Off. Asst.)

Collegiate Student Grievance Redressal Committee (CSGRC)

Chairman	: Dr. R.Debnath, Principal
Members	: Mr. A. Sen Gupta, Vice Principal
	: Ms. S. Brahma
Special Invitee (Student Representative)	: G.S., C.C.K.S.U.

Library Committee

Chairman	: Dr. R. Debnath, Principal
Member Secy.(Ex.-Officio)	
	: Mr. A.K. Bezbaruah, Librarian
Member	: Mr. A. Sen Gupta, Vice-Principal
	: Dr. D. Bhattacharjee
	: Mr. B.K. Pathak
	: General Secretary, Students Union Body CCK
	: Literary Secretary, Students Union Body CCK

Website Committee

Chairman	: Dr. R. Debnath, Principal
Convenor	: Dr N. Saha
Members	: Mr. A.K. Bezbaruah
	: Mr. N. Pradhan

Discipline Committee

Chairman	: Dr. R. Debnath, Principal
Convenor	: Mr. A. Sen Gupta, Vice-Principal
Members	: Mr. B.C. Basumatary
	: Mr. S. Subedy
	: Mr. B.K. Pathak
	: Ms. S. Brahma

Planning Committee (Education)

Chairman	: Dr. R. Debnath, Principal
Convenor	: Mr. A. Sen Gupta, Vice-Principal
Members	: Mr. S. Saha
	: Ms. S. Brahma
	: Mr. P. K. Das
	: Ms. G. Das
	: Dr. M. R. Mollah
	: Mr. S. Subedy
	: Dr. D. Bhattacharjee
	: Mr. B.C. Basumatary
	: Mr. M. C. Rabha
	: Dr. B. B. Borah

Seminar/Workshop Committee

Chairman	: Dr. R. Debnath, Principal
Convenor	: Mr. A. Sen Gupta, Vice-Principal
	: Mr. P.K. Das
	: Md. H. Rahman
	: Mr. S. Saha
Members	: Mr. S. Subedy
	: Mr. J. Narzary
	: Dr. B. B. Borah
	: Mr. M.C. Rabha
	: Mr. S. Lahary
	: Mr. R. Dutta
	: Mr. U. K. Shome

Magazine/Publication Committee

Chairman : Dr. R. Debnath, Principal
Convenor : Mr. B.C. Basumatary
Members : Mr. S. Lahary
: Dr. B.B. Borah
: Dr. D. Bhattcharjee
: Mr. M.C. Rabha

Gender Sensitization Committee
Against Sexual Harassment (GSCASH)

Chairman : Dr. R. Debnath, Principal
Vice-Chairman : Ms. G. Das
Convenor : Mr. A. Sen Gupta, Vice-Principal
Members : All women members of teaching and Non- teaching Staff
Student Member : Mr. M.Narzary, General Secretary, CCKSU
: Ms. D. Basumatary, Literary Secretary, CCKSU

Anti Ragging Committee

Chairman : Dr. R. Debnath, Principal
Convenor : Mr. B.C. Swargiary
Members : Ms. N. Nath
: Mr. B.K. Pathak
: Mr. S. Saha

Welfare Committee

Chairman : Dr. R. Debnath, Principal
Convenor : Mr. B.C. Swargiary
Members : All teaching and Non-teaching Staff

5. INTERNAL QUALITY ASSURANCE CELL (IQAC) CORE COMMITTTEE

Chairman : Dr R. Debnath
Co-ordinator : Mr. S. Subedy
Jt.-Coordinator : Dr. D. Bhattacharjee
Members : Mr. A. Sen Gupta
: Mr. P. K. Das
: Mr. S. Saha
: Md. H. Rahman
: Dr. M. R. Mollah
: Ms. Sadhana Brahma (Head Asst.)

External Experts:

: Mr. J. K. Basumatary, Asst. Executive Engineer
: Dr. A. Baruah, BAMS

Sub- Committees and Cells under IQAC:
Curricular Aspects

: Mr. A. Sen Gupta
: Mr. B.K. Pathak
: Mr. J. Narzary

Teaching, Learning & Evaluation

: Mr. S. Lahary
: Mr. B.C. Basumatary
: Dr. D. Bhattcharjee
: Mr. M. C. Rabha

Research, Consultancy & Extension

: Dr. M. R. Mollah
: Dr. B. B. Borah
: Dr. N. Saha
: Dr. K. K. Das
: Mr. U. K. Shome

Infrastructure & Learning Resources

: Md. H. Rahman
: Mr. B. C. Swargiary
: Mr. A. K. Bezbaruah
: Mr. R. Dutta

Students Support & Progression

: Mr. B.K. Pathak
: Dr. M. R. Mollah
: Ms. G. Das
: Ms. S. Brahma

Governance & Leadership

: Mr. P. K. Das
: Ms. S. Brahma
: Ms. N. Nath
: Ms. R. Barman

Innovative Practices

: Md. H. Rahman
: Dr. B. B. Borah
: Mr. R. Dutta
: Mr. S. Saha

DIFFERENT CELLS:
Extension Education Cell

: Mr. B.C. Basumatary
: Dr. B. B. Borah
: Mr. S. Lahary

Women Cell

- : Ms. G. Das
- : Ms. S. Brahma
- : Ms. Sadhana Brahma (Head Asst.)

General Grievance Redressal Cell

- : Mr. B. C. Swargiary
- : Md. H. Rahman
- : Ms. G. Das

Career Counseling Cell

- : Mr. B.K. Pathak
- : Mr. A. K. Bezbaruah
- : Ms. R. Barman

Pre-Examination Coaching Cell

- : Mr. B.K. Pathak
- : Mr. S. Saha
- : Mr. U. K. Shome

Skill Development Cell

- : Dr. K. K. Das
- : Dr. B. B. Borah
- : Dr. M. R. Mollah

Red Ribbon Cell

- : Ms. S. Brahma
- : Ms. G.Das
- : Dr. N. Saha

Health Care Cell

- : Mr. R. Dutta
- : Dr. M. R. Mollah
- : Ms. N. Nath

Disaster Management Cell

- : Mr. M. C. Rabha
- : Dr. N. Saha
- : Dr. K. K. Das

Alumni Association

Chairman : Dr. R. Debnath, Principal
Convenor : Mr. B.K. Pathak

Members : Mr. A. Sen Gupta, Vice-prinicpal
: Dr. N. Saha

6. NATIONAL ASSESSMENT AND ACCREDITATION CELL (NAAC):

Chairman Cum
Convenor : Dr. R. Debnath, Principal
Coordinator : Mr. S. Subedy, HOD, English
Jt. Coordinator : Mr. B.K. Pathak
: Mr. A. Sen Gupta, Vice-Principal
Members : Mr. P.K. Das, HOD, Finance
: Mr. S. Saha, HOD, Accountancy
: Md. H. Rahman, Asst. Professor
: Dr. M.R. Mollah, Asst. Professor
: Ms. Sadhana Brahma, Head Assistant

7. OTHER CELLS:

CELLS	CONVENOR
National Service Scheme (NSS)	: Mr. B.C. Swargiary
Rovers and Rangers	: Mr. U.K. Shome
Red Cross Society	: Dr. N. Saha
Fine Arts & Drama Society	: Mr. P. K. Das
Discipline Monitoring Cell	: Mr. B. C. Basumatary
Anti-Ragging Cell	: Mr. B. C. Swargiary

8. Auditorium & Canteen Committee

- : Mr. B. C. Basumatary
- : Ms. S. Brahma
- : Mr. M. C. Rabha

9. Prospectus Publication Committee

Chairman : Dr. R. Debnath, Principal
Convenor : Mr. S. Lahary
Members : Mr. A. Sengupta
: Mr. N. Pradhan

MISCELLANEOUS

1. LIST OF GOVERNING BODY MEMBERS

Sl. No.	Name of Members	Position Held in the Governing Body
1.	Smt. Pramila Rani Brahma	President
2.	Dr. Ratneswar Debnath Principal Commerce College, Kokrajhar	Secretary
3.	Sri Alit Sen Gupta Vice-Principal Commerce College, Kokrajhar	Member (Ex-Officio)
4.	Sri A. K. Bezbaruah Librarian Commerce College, Kokrajhar	Member (Ex-Officio)
5.	To be nominated from Gauhati University	University Nominated Member
6.	Sri Rajib Brahma Social Worker	Donor Member
7.	Sri Ananda Mushahary	Govt. Nominated Member
8.	Sri Jadu Basumatary	Technical Member
9.	Smt. Sikha Banerjee	Member (Women Representative)
10.	To be nominated from Teacher's Commerce College, Kokrajhar	Member (Teacher's Representative)
11.	To be nominated from Teacher's Commerce College, Kokrajhar	Member (Teacher's Representative)
12.	To be nominated from Non-Teaching Staff Commerce College, Kokrajhar	Member (Employees Representative)

"Education is the best friend. An educated person is respected everywhere. Education beats the beauty and the youth." – Chanakya

"There is only one good, knowledge and one evil, ignorance." – Socrates

Prospectus

FEE STRUCTURE, 2019-20

Sl. No.	HEAD	H.S. 1st Yr.	H.S. 2nd Yr.	B.Com 1st Sem.	B.Com 3rd Sem.	B.Com 5th Sem.	BBA 1st Sem.	BBA 3rd Sem.	BBA 5th Sem.	M.Com 1st Sem.	M.Com 3rd Sem.
1	Admission Fee	400	400	400	400	400	4000	4000	4000	9900	9900
2	Tuition Fees (P.A.)	720	720	720	720	720	4800	4800	4800	6000	6000
3	Library Fees (RFID)	200	200	200	200	200	200	200	200	1000	1000
4	Laboratory Fee (Computer)	100	100	100	100	100	100	100	100	200	200
5	Electrification Fee	600	600	600	600	600	600	600	600	600	600
6	Identity Card Fee	100	100	100	100	100	100	100	100	100	100
7	College Development Fee (Bldg. Dev. Est.)	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300
8	Contingency Fee	400	400	400	400	400	400	400	400	400	400
9	Council/University Enrolment Fee	50	50	-	-	-	-	-	-	-	-
10	NCC/NSS/Scout and Guide/ Red Cross Fee	30	30	30	30	30	30	30	30	30	30
11	Co-curricular activities Fee (Culture, Debt & Youth festive)	100	100	100	100	100	100	100	100	100	100
12	Festival Fee	100	100	100	100	100	100	100	100	100	100
13	ICT charges	100	100	100	100	100	100	100	100	100	100
14	Council/University Registration Fees	150	-	-	-	-	-	-	-	-	-
15	College Examination Fee	400	400	400	400	400	400	400	400	400	400
16	Students Union Fee	100	100	100	100	100	100	100	100	100	100
17	Magazine Fee	200	200	200	200	200	200	200	200	200	200
18	Games and Sports Fee	300	300	300	300	300	300	300	300	300	300
19	Students Welfare Fee	200	200	200	200	200	200	200	200	200	200
20	Environment Studies/ Project	100		800		400					
	Total	5,650	5,400	6,150	5,750	5,350	13,030	13,030	13,030	21,030	21,030
21	Major			120	120	120					
22	Project					200					1,000
	Total	5,650	5,400	6,270	5,870	5,670	13,030	13,030	13,030	21,030	22,030

N.B.:
(a) Additional Fee Rupees 100/- (p.m.) for Major Students. (TDC classes only)
(b) Admission fee of Rs. 500/- will be charged at the time of Admission to B. Com & M. Com and 2nd, 4th and 6th Semester.
(c) Any change in regard to Council/University fee is subject to notification.

COMMERCE COLLEGE, KOKRAJHAR

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