



PROSPECTUS FOR HS 2022-23



**CHANDRA KAMAL BEZBARUAH
COMMERCE COLLEGE, JORHAT**

ACCREDITED WITH NAAC - B+

PROSPECTUS

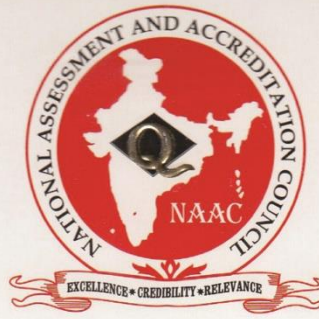
FOR HIGHER SECONDARY

CKB COMMERCE COLLEGE

JORHAT, ASSAM

CONTACT: 9678676604

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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Chandra Kamal Bezbaruah Commerce College
Jorhat, affiliated to Dibrugarh University, Assam as
Accredited
with CGPA of 2.54 on seven point scale
at B⁺ grade
valid up to December 15, 2021*

Date : December 16, 2016



Dilip Singh
Director

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PRINCIPAL'S MESSAGE

Dear Students,

Congratulations to you all on the successful completion of Board examination. I welcome you to the Chandra Kamal Bezbaruah Commerce College- a premier higher educational institution in the Upper Assam. Our College has completed glorious 54 years of dedicated service. We are strategically located on a 6-acre campus in Jorhat with beautiful buildings and a wide range of specialized facilities and resources.

Our College plays a vital role in the livelihood and personality development of the students. The co-curricular and extracurricular activities are designed for active participation of the students and to instil a sense of self-motivated, lifelong learning. We impart the values of time management, discipline, punctuality and humanistic values for all-round development of students.

We are proud of the exceptional teaching staff that is engaging students in a wide range of exciting learning opportunities. We are committed to providing quality education by equipping our students with skills, confidence and a positive approach. The College is relentlessly striving to observe and maintain academic excellence. We believe in the overall growth of our students. We strive to impart knowledge and skill with an intermingling of values.

Keep in mind what you are doing now; you are doing for tomorrow. You are building a portfolio of knowledge and skills pertinent to your vision of your future in the world. Our staff and I will be pleased to assist you to realize that vision in every way we can. Nonetheless, training for tomorrow is about empowering yourself.

The prospectus introduces you to Chandra Kamal Bezbaruah College and provides detailed information of courses offered, fee structure, general rules and eligibility criteria etc. I advise you to read this document carefully, and once you join, I anticipate you to cooperate in our mission of providing a new dimension to education.

Finally, I would like to thank you for choosing our college for the building of your career.

Dr Ranjit Sarma

Principal



1. INTRODUCTION

Chandra Kamal Bezbaruah Commerce College, one of the premier provincialized institutions imparting Commerce Education in the North-East Region is situated at the heart of Jorhat town. This full-fledged Commerce College was established in 1965 with the vision of producing a good number of able commerce graduates to promote entrepreneurial activities and to shoulder various responsibilities in Trade, Industry and Commerce and also to provide them with the opportunity to build up their professional careers like Chartered Accountants, Cost and Management Accountants, M.B.A. etc. The College has celebrated its Glorious Golden Jubilee in the Year 2014-15.

The College always remembers the remarkable sacrifice of a few enthusiastic founder teachers who took all pains to translate the dream of the College into reality. Under the leadership and able guidance of founder principal Late Madhab Chandra Chakrabarty *as well as* the sincere devotion of founder teachers Late Dwijendra Nath Sarmah, Shri Anil Chandra Sarmah and Shri Khagendra Nath Sarmah Baruah Commerce education gradually flourished. In 1974 the College was brought under the Deficit Grant-in-Aid system, and in the same year, it was recognized by University Grants Commission. The Government of Assam from the year 2005 provincialized the College.

The College started with only 130 students. Till today this College has produced more than 3,000 graduates, and most of them are well placed in society. Presently more than 1,000 students are studying in this College. Moreover, this College has a dedicated teaching staff with 26 members. The College has a rich computerized library with nearly 25,000 books in addition to journals, magazines and newspapers.

At present, the College offers speciality courses in Accounting & Finance, Marketing, Banking & Insurance and Human Resource Management. Catering to the need of job-oriented courses for the students, the College offers the BBA course under Dibrugarh University. Regular M.Com Programme (Speciality in Finance and Marketing) under Dibrugarh University will be



started in the college from this Academic year. The College is also having a well-equipped computer laboratory, Digital Class Rooms, computerized Administrative Block and number of other facilities besides scopes for extracurricular activities. The students can also take advantage of oral coaching centre of the Institute of Cost Accountants of India, IGNOU study centre and DODL study centre. With the gaining popularity of Commerce Education, it is hoped that this College will fulfil the needs and aspirations of the younger generation of the Region.

Vision

To establish itself as a Centre of excellence for ensuring quality in higher education, by shaping the human resource in the right way and thereby contribute towards the upliftment of the society and development of the Nation.

Mission

- To offer innovative, career-oriented programmes.
- To inculcate independent thinking in learners.
- To ensure competence building and employability to serve society.
- To empower stakeholders by exploring their hidden potential.
- To contribute towards growth and preservation of heritage, culture and congenial academic atmosphere by creating awareness incoming generation.





2. PROGRAMMES OFFERED:

The College imparts instructions in the following courses in under-graduate and post-graduate level:

- a) Three years Bachelor of Commerce (B.Com. Hons.) course under Choice Based Credit System (CBCS) under Dibrugarh University.
- b) Three years Bachelor of Business Administration (B.B.A.) course of the Dibrugarh University.
- c) Two years Higher Secondary course of Assam Higher Secondary Education Council.
- d) Certificate, Diploma, Degree, Master Degree, P.G., Diploma Programme under IGNOU The programmes are open for all.
- e) B.Com / M.Com under Directorate of Distance Education under Dibrugarh University.
- f) Regular Masters in Commerce (M.Com) under Dibrugarh University.

The College has only Day shift and admission in the Day Shift is open for both male and female students.

3. SESSION / WORKING HOURS:

Academic session from: June to May every year.
Classes are held from: 9:00 AM to 3:00 PM.





4. MEDIUM / COURSE OF STUDY

4.1 MEDIUM OF INSTRUCTION

Both in English and Assamese.

4.2 HIGHER SECONDARY (COMMERCE)

a) CORE SUBJECTS (COMPULSORY)

- i) English
- ii) M.I.L. (Assamese, Bengali, Hindi) / Alt. English
- iii) Business Studies
- iv) Accountancy

b) OPTIONAL ELECTIVE SUBJECTS

A student has to choose one of the groups being First Elective and Second Elective subjects from the following list. Selection of First Elective is compulsory.

- | | | |
|------------------|-----|---|
| Group - A | i) | Commercial Mathematics & Statistics / Mathematics |
| | ii) | Economics / Swadesh Adhyan |
| Group - B | i) | Commercial Mathematics & Statistics |
| | ii) | Banking / Mathematics |
| Group - C | i) | Insurance |
| | ii) | Economics / Swadesh Adhyan / Mathematics |
| Group - D | i) | Insurance / Mathematics |
| | ii) | Banking |

PATTERN OF EXAMINATION

Higher Secondary 1st Year Examination and Final Examinations are conducted by the Assam Higher Secondary Education Council on the basis of the distribution of marks as follows:

- | | | |
|--------------------------|----------|-----------------------------------|
| a) Core Subjects | 4 Papers | = 400 Marks |
| b) Elective 1 | 1 Paper | = 100 Marks |
| c) Elective 2 (Optional) | 1 Paper | = 100 Marks |
| d) Environmental Studies | 1 Paper | = 100 Marks (for H.S. First Year) |

Each Paper carries 100 Marks, and the same pattern is valid for first & 2nd-year examinations. Whoever, in H.S. First Year Course, there will be an additional paper in Environmental studies of 100 marks.



5. ELIGIBILITY CRITERIA FOR ADMISSION

5.1 HIGHER SECONDARY FIRST YEAR CLASS

- ❖ Candidates passed in H.S.L.C. Examination of the Board of Secondary Education, Assam or its equivalent examination recognized by the Assam Higher Secondary Education Council.
- ❖ Students securing 60% and above in HSLC examination under SEBA will be eligible for direct admission.
- ❖ Candidates from CBSE/ICSE and other boards, will have to submit online application form within 10 days from the declaration of results.

5.2 ADMISSION

Admission process will be done online through DARPAN portal as per the instruction issued by Govt. of Assam. Candidates will have to fill up online form available in the college website and submit online within the stipulated period of time. After verifying the received online forms, the college will prepare a list of eligible candidates selected for admission. The college authority will further contact them through voice message and intimate about the admission procedure.

Once the college reopens, the admitted students will have to produce the original copies of Mark sheets and certificates to the college authority on date/ dates as notified.

5.3 TUITION FEES AND (ANNUAL) DUES

Heads	H.S. Course (Rs.)
1. Admission fee	400.00
2. Monthly Tuition fee	50.00
3. U/C Annual fee	5.00
4. U/C Remittance fee	5.00

NOTE: Subject to change as per notification of AHSEC.

OTHER CHARGES (Payable annually at the time of admission)

I. Institutional

i) Examination Fee	Rs.	400.00
ii) Library Fee	Rs.	200.00
iii) Identity Card	Rs.	50.00
iv) College Development Fund	Rs.	500.00
v) Electricity Fee	Rs.	500.00
vi) Students' Support Facilities (Cycle Shed+ Drinking Water)	Rs.	300.00
vii) Commerce Forum	Rs.	50.00



viii) Transfer Certificate	Rs.	20.00
ix) Career Counselling	Rs.	50.00
x) Academic Calendar	Rs.	40.00
xi) Bharat Scout & Guide, NCC & NSS	Rs.	30.00
xii) Publication Fee	Rs.	50.00
xiii) Contingency	Rs.	200.00
xiv) Annual Health Insurance Premium	Rs.	30.00
<hr/>		
Total	Rs.	2,420.00

II. For Students' Activities

i) Union Fee	Rs.	100.00
ii) Major Games Fee	Rs.	300.00
iii) Minor Games & Boys' Common Room Fee	Rs.	150.00
iv) Girls' Common Room Fee	Rs.	50.00
v) Magazine Fee	Rs.	80.00
vi) Cultural Fee	Rs.	100.00
vii) Debating Fee	Rs.	50.00
viii) Festival Fee	Rs.	200.00
ix) Social Service	Rs.	30.00
x) DU Sports Affiliation Fee	Rs.	30.00
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Total	Rs.	1,090.00

(Applicable for admission in Odd-Semesters and H.S. Classes)

Total amount payable at the time of admission

H.S. First Year (Boys)	Rs.	4,520.00	(includes 1 Year Tuition Fee)
H.S. First Year (Girls)	Rs.	3,920.00	(excludes 1 Year Tuition Fee)
H.S. Second Year (Boys)	Rs.	4,520.00	(includes 1 Year Tuition Fee)
H.S. Second Year (Girls)	Rs.	3,920.00	(excludes 1 Year Tuition Fee)



6. ATTENDANCE IN CLASSES

The required attendance of students in classes will be calculated on the basis of the guidelines issued by AHSEC council from time to time.

7. AWARDS

- a) Students are awarded both merit and other scholarships as provided by the State Govt./Central Govt. Besides, the College provides free studentship to the brilliant students.
- b) Best Library User Award (Student)

8. STUDENTS' AID FUND

Financial assistance is provided to the economically disadvantaged and deserving students from the Students' Aid Fund.

9. IDENTITY CARD

The identity card is issued to every student to be possessed by him / her during the college hours.

10. UNIFORM FOR STUDENTS

Students must come to the College in **UNIFORM**

Boys: White Shirt and Black Formal Pant. (Jeans not allowed)

Girls : White Mekhela Chaddar with Pink border and Pink Blouse.

Or White Salwar Kurta with Pink Dupatta. (Leggings not allowed)

For Winter Season : Navy Blue coloured Sweater for both Boys & Girls.



11. LIBRARY FACILITY

The College has a computerized and digital library with a rich collection of textbooks, reference books, periodicals, journals, news-papers etc. and is desired to be used regularly by the students.

Students are to follow the Library rules strictly. The library remains open from 10 AM to 5 PM on all working days.

12. HOSTEL

The College has a secured and well-furnished Girls' Hostel with 35 seats. Admission to the hostel will be on merit basis.

13. STUDENTS' CO-CURRICULAR ACTIVITIES

The College provides facilities for indoor and outdoor games for both Boys and Girls. Willing students can join the National Cadet Corps (N.C.C.), National Service Scheme (N.S.S.) and Bharat Scout & Guide unit of the College.

14. CAREER COUNSELLING

A Committee of teachers headed by the Principal is involved in constant monitoring of students' academic interest and in helping them to opt for a career that suits their needs, interest and aptitudes. To develop the personalities of the students; programmes like quiz, debating, eloquence, seminars, group discussions, lectures etc. are organized among the students from time to time.

15. WOMEN'S CELL

The College has a Women's Cell 'Aastha' formed under the Centre for Women's Studies, Dibrugarh University. Since its inception, the Cell has been undertaking several activities for women empowerment.

16. ALUMNI ASSOCIATION

The College has an Alumni Association which keeps a good relationship with the alumni of the College in and around the country.



17. PARENTS-TEACHERS' ASSOCIATION

The College has a Parents-Teachers' Association. It conducts regular interactive sessions for the overall development of the students.

18. OTHER UGC RECOMMENDED COMMITTEES / CELL

The College has Internal Complaint Committee, Grievance Redressal Committee and Anti-Ragging Committee and R&D cell formed as per UGC guidelines.

19. B.COM / BBA COURSE

The college offers B.COM and BBA course under Dibrugarh University. Admission, eligibility, curriculum, the pattern of examinations etc. are followed as per Dibrugarh University's rules and regulations.

20. ICAI: CMA SUPPORT

The College runs an ICAI recognized Oral Coaching Centre for CMA course which is second such centre in the North-East Region. As professional degree holders have more demand in the Job market than commerce graduates, H.S/10+2 passed students can take advantage of this ICAI Support Centre in the College for pursuing CMA Course along with B.Com. Course. Their sincere effort may make it possible to earn B.Com. and CMA both the degree at a time.

21. IQAC

The College has an Internal Quality Assurance Cell, structured as per the guidelines of National Assessment of Accreditation Council, which ensures quality control and its sustainability.

22. ACADEMIC FACILITIES

Besides imparting regular course of Commerce Education, the College also provides the following facilities to the students, and some of those are available for outsiders also.



22.1 IGNOU STUDY CENTRE

A study Centre of Indira Gandhi National Open University (Code-0410) is running in the College having as many as 32 programmes including M.B.A., M.Com., M.LIS, M.A.H., M.S.O., M.H.D., B.D.P., B.C.A. and M.C.A. The IGNOU Jorhat Regional Centre is operating from the College campus.

22.2 DODL STUDY CENTRE

A study centre of Dibrugarh University Open and Distance Learning is running in the college with two programmes B.Com and M.Com.

22.3 KKHSOU STUDY CENTRE

A study centre of Krishna Kanta Handiqui State Open University is running in the college that offers B.Com, B.A., M.Com and M.A. in Economics.

22.4 INDIAN ACCOUNTING ASSOCIATION (IAA) BRANCH

The College is also having a branch of Indian Accounting Association (Affiliated to International Accounting Associations for Education & Research, New York), an academic forum for promoting research and development in the field of accounting.

22.5 CERTIFICATE COURSE IN TALLY ACCOUNTING

The College provides certificate courses in

- Tally Essential Level I
- Tally Essential Level II, and
- Tally Comprehensive.

These courses are conducted by Tally Education Pvt. Ltd.

Eligibility : H.S. passed.

22.6 BOOK BANK

Book Bank facility, in the College Central Library, is provided to the economically disadvantaged students of the College.



22.7 INTERNET FACILITY

Internet facility is provided to the students and employees on all working days.

22.8 XEROX FACILITY

Xerox facility is provided to the students and employees at a subsidized rate.

23. OTHER FACILITIES

23.1 Auditorium

The college has Madhab Ch. Chakravorty Auditorium equipped with all modern amenities that is capable of hosting cultural and such other activities.

23.2 Games & Sports

The college has its playground and Dwijendra Nath Sarma Sports Complex. Both indoor and outdoor games facilities are extended to the students within the campus. The sports complex is equipped with all modern amenities with a functioning gymnasium hall for the students.

23.3 Parking Facility

The College provides in campus two-wheeler and four wheeler parking facility for both students and employees.

23.4 Canteen Facility

The College provides canteen facility during the college hours.

24. OTHER BODIES

24.1 CKBCC CINE CLUB

The College has a Cine Club which aims to develop an atmosphere for the appreciation of Cinema as serious art.



24.2 HEALTH AND SANITATION CLUB

The College has a Health and Sanitation club which favourably influences attainment of optimum health and hygiene.

24.3 INNOVATION ENTREPRENEURSHIP AND CAREER GUIDANCE CELL (IECGC)

The College provides information and counselling to the unemployed youth of the locality besides its students for self-employment through its Information and Career Guidance Cell.

24.4 DELVESS

The Department of English, CKB Commerce College has a forum of students named DELVESS (Department of English, Literature, Values and English Studies Society). This forum tries to promote creative writing, understanding literature specially English and inclusion of moral and ethical values through various programmes.

24.5 STUDENTS' UNION

The Students' Union of the college is formed through an annually held Students' Union Election. The Union carries on various activities like College Week, Fresher's Social, Farewell, Saraswati Puja, Sankardev Tithi etc. They perform these activities under the guidance of the Teacher Advisors appointed by the Principal of the College.

24.6 RED RIBBON CLUB

CKB Commerce College has a Red Ribbon Club with the goal of raising awareness about various health issues such as HIV/AIDS, Blood Donation and so on.

24.7 DISABLED FRIENDLY RESOURCE ROOM

Catering to the need of differently abled students, the college has a well-furnished resource room.

25. TEACHING & NON-TEACHING STAFF OF THE COLLEGE

Principal : Dr. Ranjit Sarma, M.Sc., M.Phil., Ph.D.

Vice-Principal : Mr. Sobhan Saikia, M.Sc., M.Phil. (Assoc. prof.)



DEPARTMENTS :

Accountancy

1. Dr. Horeswar Das. M. Com., M.Phil., Ph.D. Associate Professor (HOD)
2. Dr. Nitu Konwar, M.Com., Ph.D. Assistant Professor
3. Ms. Prerana Sarma, M.Com., Assistant Professor
4. Vacant

Business Management

1. Dr.Sarat Borah, M.Com., Ph.D., Associate Professor (HOD)
2. Ms. Barsha Borah, M.Com., M.Phil., PGDBM, Assistant Professor
3. Mr. Bulbul Sahariah, M.Com., Assistant Professor

Banking

1. Dr. Raju Roy, M.Com. (Double), LL.B., Ph.D., Assistant Professor
2. Mr. Manash Pratim Goswami, M.Com., Assistant Professor
3. Vacant

Economics & Human Resource Management

1. Ms. Mallika Das, M.A., Associate Professor (HOD)
2. Mr. Rtuarna Sarma, M.A., M.Phil., Assistant Professor
3. Vacant

Commerce

1. Dr. Satya Deka, M.Com., Ph.D., Associate Professor (HOD)
2. Vacant

Statistics & Mathematics

1. Mr. Sobham Saikia, M.Sc., M.Phil., Associate Professor (Vice-Principal)
2. Mr. Rupam Sarmah, M.Sc., Associate Professor (HOD)
3. Vacant

Computer Applications

1. Mr. Rubul Saikia, M.Sc., M.C.A., M.Phil., Assistant Professor



English

1. Dr. (Ms.) Neeta Lagachu Taye, M.A., Ph.D., Associate Professor (HOD)
2. Ms. Rupasree Dutta, M.A., B.Ed., Assistant Professor
3. Dr. Kironmoy Chetia, M.A., M.Phil., Ph.D., Assistant Professor

Assamese

1. Ms. Gitali Hazarika, M.A., Associate Professor (HOD)
2. Ms. Prarthana Phukan, M.A., Assistant Professor

Bengali

1. Mr. Prosanto Mandal, M.A., B.Ed., M.Phil., Assistant Professor

Hindi

1. Mr. Dimbeswar Bora, M.A., M.Phil., Associate Professor

CKBCC SCHOOL OF MANAGEMENT

1. Mr. Sarangapani Phukan, MBA, Co-ordinator
2. Ms. Munmi Bordoloi, M.Com., M.Phil.
3. Mr. Pervez Ahmed, MCA (Tutor)
4. Mr. Arpan Saikia, MA (Tutor)

LIBRARY STAFF

1. Vacant
2. Vacant
3. Vacant
4. Ms. Munmi Borah (Casual Employee)
5. Mr. Shyam Neog (Casual Employee) Grade IV
6. Mr. Prakash Bhojel (Casual Employee) Grade IV

OFFICE STAFF

1. Mr. Bikiran Borthakur
2. Mr. Prodeep Chandra Dutta
3. Mr. Nitul Saikia
4. Mr. Monoj Kr. Borah
5. Mr. Koustovmoni Kachari



6. Ms. Tridisha Mahanta
7. Vacant

SYSTEM ADMINISTRATOR

1. Mr. Himangshu Bhorali

GRADE-IV STAFF

1. Mr. Atul Saikia
2. Mr. Tilak Hazarika
3. Mr. Tinku Saikia
4. Vacant
5. Mr. Pankaj Borah (Casual Employee)
6. Mr. Rijut Dutta (Casual Employee)
7. Mr. Nitul Borah (Casual Employee)

Date:

Sd/- Dr. Ranjit Sarma

Principal





M C Chakrabarty Auditorium



COLLEGE CANTEEN



D N SARMA INDOOR STADIUM



COLLEGE LIBRARY



COLLEGE ADMINISTRATIVE BUILDING



COLLEGE CAMPUS



COLLEGE FIELD



COLLEGE WEBSITE



COLLEGE DIGITAL ROOM



CLEAN INDIA CAMPAIGN



TREE PLANTATION AT COLLEGE



BIHU AT COLLEGE



SANKARDEVA TITHI AT COLLEGE



MUWATHAI TRAINING AT COLLEGE



COLLEGE NCC