



# PROSPECTUS

**FOR B.COM**  
**SESSION: 2023-24**

**CKB COMMERCE COLLEGE**  
**ACCREDITED WITH B++**



# **PROSPECTUS**

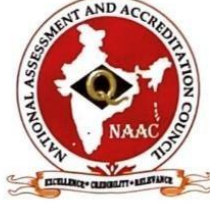
**FOR DEGREE COURSE IN COMMERCE  
(B.COM.)  
Session: 2023-24**

**CKB COMMERCE COLLEGE**

**JORHAT, ASSAM**

CONTACT: 9678676604

WEBSITE: [ckbcc.org](http://ckbcc.org)



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  
is pleased to declare  
Chandra Kamal Bezbaruah Commerce College  
KB Road, Jorhat, affiliated to Dibrugarh University, Assam as  
Accredited  
with CGPA of 2.89 on four point scale  
at B<sup>++</sup> grade  
valid up to August 22, 2027*

*Date : August 23, 2022*

*S. C. Sena*  
Director



EC(SC)/120/3<sup>rd</sup> Cycle/ASCOGN1938

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## **PRINCIPAL'S MESSAGE**

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Dear Students,

Congratulations to you all on the successful completion of Board examination. I welcome you to the premier higher educational institution in 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 the active participation of the students and to instill a sense of self-motivated, lifelong learning. We impart the values of time management, discipline, punctuality, and humanistic values for the 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 Commerce College and provides detailed information on courses offered, fee structure, general rules, eligibility criteria etc. I advise you to read this document carefully, and once you join, I anticipate you to cooperate with 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.

**Mr Shobhan Saikia**

Principal i/c



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## 1. INTRODUCTION

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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 and buckled up to celebrate its Diamond Jubilee in 2024-25.

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. Until today this college has produced more than 12,000 graduates, most of whom are well-placed in society. Presently more than 1,200 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 35,000 books in addition to journals, magazines, and newspapers.

At present, the College offers honors courses in Accounting & Finance, Marketing, Banking & Insurance, and Human Resource Management. Catering to the need for 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 has been



started in college from 2022-23. The College also has a well-equipped computer laboratory, Digital Class Rooms, Digital Administrative Block, and other facilities besides scopes for extracurricular activities. The students can also take advantage of the 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 fulfill 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 contributing 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 the 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 at undergraduate and postgraduate levels:

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

**Class timing:** 9:00 AM to 3:00 PM.







## 4. MEDIUM / COURSE OF STUDY

### 4.1 MEDIUM OF INSTRUCTION

Both in English and Assamese.

### 4.2 BACHELOR OF COMMERCE

Four years Undergraduate Program in Commerce (B.Com.) consists of eight semesters with multiple entry and exit. The program guidelines are under construction as per the latest NEP Guidelines. For details, visit Dibrugarh University website.

#### DEFINITIONS:

- a) **CBCS:** CBCS means Choice Based Credit System. Choice-Based Credit System is a flexible system of learning. 'Credit' defines the quantum of contents/ syllabus prescribed for a course and determines the number of hours of instruction required. This system permits students to -
- ✪ Learn at their own pace.
  - ✪ Choose electives from a wide range of Elective Courses offered for the programme.
  - ✪ Undergo additional courses and acquire more than the required number of credits.
  - ✪ Adopt an interdisciplinary approach to learning.
  - ✪ Make the best use of the expertise of available faculty.
- b) **Credit:** 'Credit' defines the quantum of contents/ syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the courses, credits will be assigned on the basis of the number of lectures/ tutorials/ laboratory work and other forms of learning required to complete the course contents in a 14–15-week schedule:
- |                           |                             |            |
|---------------------------|-----------------------------|------------|
| i) 1 Lecture per week     | = 1 Hour duration per week  | = 1 Credit |
| ii) 1 Tutorial per week   | = 1 Hour duration per week  | = 1 Credit |
| iii) 1 Practical per week | = 2 Hours duration per week | = 1 Credit |

*Note: The lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussions etc.*

#### COURSE STRUCTURE

- 1) The course structure of the academic programme under the CBCS shall be as per the Course Structure given in Annexure-I. The nature of the Courses for all Under Graduate Academic programmes shall be as below.
- a) **Core Courses:** Compulsory components of an Academic Programme. These Courses are to be compulsorily studied as a core requirement for the programme. The contents of the Core Courses shall



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be as per the UGC Model Curriculum for the subject/discipline concerned. However, the Boards of



Studies concerned may recommend a maximum of 20% deviation from the UGC Model Syllabi wherever requires.

In case, UGC does not provide a model Syllabi/Curriculum, the Board of Studies shall propose with other similar subjects/disciplines.

**b) Elective Courses:** Elective courses shall be chosen by each student from a pool of courses. These courses may be inter-departmental, i.e. Discipline Specific Elective (DSE) as well as inter-departmental i.e. Generic Elective (GE). The students shall have to choose a minimum number of DSE and GE in every semester as prescribed in the course structure. These courses shall be:

- i) Supportive to the discipline of study.
- ii) Providing an expanded scope.
- iii) Enabling exposure to some other discipline/domain.
- iv) Nurturing student proficiency/Skill.

There shall be a basket of at least Eight Elective Courses having an equal number of credits. For the student of the same discipline/subject, these Elective Courses shall be interdisciplinary and shall be called DSE Courses. If the students of other disciplines/subjects (**within the programme**) opt for these electives shall be considered interdisciplinary and shall be called GE courses.

Further, there may be few courses conducted under the UGC's Programmes on Massive Open Online Courses (MOOC)s. The university may time to time fixed the criteria for MOOCs as per the relevant UGC guidelines on digital education.

**C) Ability Enhancement Courses (AEC):** The Ability Enhancement Courses shall be of two kinds – 'Ability Enhancement Compulsory Courses' and 'Skill Enhancement Courses'. These courses shall be interdisciplinary (within the programme) in nature. 'AEC' Courses are courses based upon the content that leads to knowledge enhancement.

- i) **Ability Enhancement Compulsory Courses (AECC):** a) Environmental Science (2 Credit), b) Communicative English (2 Credit) and c) Alternative English/Communicative Hindi/MIL (2 Credits).

For B.Com. programme, there shall be a Multi-Disciplinary Course of 4 Credits.

- ii) **Skill Enhancement Courses (SEC): (Minimum 4 Credits):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/fieldwork. The main purpose of these courses is to provide students with life skills in hands-on mode so as to increase their employability. The list provided under these categories is suggestive in nature and each university has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope ,and need.



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**Skill Enhancement Courses (SEC) for the B.Com. programmes in the CBCS:**

- |                                       |  |
|---------------------------------------|--|
| 1. Creative Writings                  | 2. Teaching in Elementary Level                                      |
| 3. Entrepreneurship Development       | 4. Retail Management   |
| 5. Desktop Publishing                 | 6. Travel and Tourism Management                                     |
| 7. Photoshop and Web Design           | 8. Maintenance and Repairing of Electrical and Electronic Appliances |
| 9. Sericulture                        | 10. Floriculture & Landscaping                                       |
| 11. Vermicompost                      | 12. Photoshop  |
| 13. Web Design                        | 14. Human Rights   |
| 15. Wild Life Photography             | 16. Intellectual Property Rights                                     |
| 17. Health and Sanitization Practices |  |

- 2) A Course may also take the form of s dissertation/project work/practical training/fieldwork/seminar etc.
- 3) A student shall have to study the academic programme as per the scheme of the programme. Even if a candidate earns the required number of credits before completion of the full duration of the programme, he/she shall not be entitled to the degree.

### **COURSE ENROLLMENT**

1. The minimum and maximum credits to be opted by a student for qualifying for a graduate degree shall be as per the Course Structure given in Annexure – I.
2. Change of courses shall not be permitted after sending the records of the students to the university for registration.

### **PATTERN OF EXAMINATION**

- a) Examination and Evaluation shall be done on a continuous basis, at least three times during each semester.
- b) There shall be 20% marks for internal assessment and 80% marks for the End-Semester examination in each course during every semester.
- c) There shall be no provision for re-evaluation of the answer scripts of the end-semester examinations. However, a candidate may apply for re-scrutiny.



- d) Internal Assessment:
- i) In Internal Assessment, different tools such as objective tests, written tests, assignments, paper presentations, laboratory work, etc. suitable to the courses may be employed.
  - ii) The students shall be informed in advance about the nature of the assessment. Students shall be required to compulsorily attend internal assessment including appearing in the Sessional Tests failing which they will not be allowed to appear for the End-semester examination. A student cannot repeat the End-semester examination whenever necessary.
- (e) End Semester Examination:
- i) There shall be one End semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the course. The End semester examination is normally a written/laboratory-based examination/Project Work/Dissertation.
  - ii) The Controller of Examinations shall then make necessary arrangements for notifying the dates of the end semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance) and the Academic Calendar notified by the University.
  - iii) Normally, the End-semester examination for each course shall be of a three-hour duration.
- (f) Confidential Works: Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, etc. and announcements of results, shall be governed by the Dibrugarh University Examination Ordinance.
- (g) The mode of the conduct of the end-semester examinations of the practical/dissertation courses shall be partially external as below:
- i) The end-semester examinations of all practical/dissertation courses shall be conducted by a Board of Examiners consisting of the internal examiner (the concerned course teacher) and an external examiner appointed by the Controller of Examinations.
  - ii) A student shall not be allowed to take more than one project work in a single semester.
- (h) The mode of end-semester examination and evaluation of the Course shall be specified in the detailed syllabus of the Course concerned.
- (i) End-semester Practical examinations shall normally be held before the theory examinations.

### **BETTERMENT EXAMINATION**

- 1) A student shall be entitled to take the “betterment examinations” in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for the betterment examination within one year of passing the Sixth Semester examination.
- 2) No betterment shall be allowed in the practical examinations.



## **RESULTS & PROGRESSION**

- a) A candidate, shall be declared as passed a course, provided he/she secures –
  - i) At least 40% marks in each course in the End-semester examinations.
  - ii) At least ‘P’ grade in the 10-point scale combining both the in-semester and End Semester Examination performance.
  - iii) There shall be no separate pass mark for Internal Assessment.
- b) A candidate shall be declared as passed a semester/programme, provided he/she secures at least ‘P’ grade in the 10-point scale (given in clause) in all the Courses separately.
- c) There may be a moderation of Internal Assessment marks/End Semester marks as and when necessary.
- d) The marks of In-semester examinations obtained by the candidate shall be carried over for declaring any result.
- e) A candidate who fails or does not appear in one or more courses of any end-semester examinations up to the Sixth Semester shall be provisionally promoted to the next higher semester with the failed course as a carry-over course(s). Such candidates will be eligible to appear in the carry-over course in the next regular examinations of those courses.
- f) If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be withheld and his/her results shall be announced only after he/she clears the courses of the previous semesters.

A student must clear all his/her Semester Examinations within Six (6) years from the dates of admission to the First Semester of any Programme irrespective of the number of examinations appeared by the student, viz. First and Second Semester Examinations shall have to be cleared in six consecutive chances, Third and Fourth Semester Examinations shall have to be cleared in five consecutive chances and Fifth and Sixth Semester Examinations in four consecutive chances. However, after the first chance of the Fifth and Sixth Semester Examinations, the Candidate shall be considered as a non-regular candidate.
- g) Since the Semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any programme in this system.
- h) A candidate shall be declared to have passed the Six-Semester Degree in the concerned discipline provided he/she has passed all the Semesters and in all the Courses separately.
- i) The Controller of Examinations shall declare the results of the DU-UG CBCS Examinations and issue Grade-sheets.
- j) The first rank holder of a programme shall be decided on the basis of the CGPA. However, the



Overall Weighted Percentage of Marks (OWPM) of a candidate shall be considered in case of tie in CGPA.

### **GRADING SYSTEM**

1. The absolute grading system shall be applied in evaluating the performance of the students.
2. The following scale of grading system shall be applied to indicate the performances of students in terms of a letter grade and grade points as given below:

<b>Letter Grade with Meaning</b>	<b>Grade Point</b>
O Outstanding	10 (Marks securing above 90%)
A+ Excellent	9 (Marks securing 80%-90%)
A Very Good	8 (Marks securing 70%-80%)
B+ Good	7 (Marks securing 60%-70%)
B Above Average	6 (Marks securing 50%-60%)
P Pass	4 (Marks securing 40%-50%)
F Fail	0 (Marks securing below 40%)
Abs Absent/Incomplete	0

\* *Exclusive Class Interval technique shall be followed in the calculation of Grade Points.*

3. The Letter grade 'B+' and above shall be considered as First Class and the Letter Grade 'B' shall be considered as Second Class.
4. A student is considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than F (Failed) or 'Abs' (Absent/Incomplete).
5. If a candidate secures 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.
6. If a student secures 'F' grade in Project Work/Dissertation/assignment etc., he/she shall have to re-submit it after necessary revisions. The result shall be declared with the next regular batch.
7. 'As' grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:
  - (i) If a candidate fails to appear in any Course (s) in an end-semester examination.
  - (ii) If a candidate fails to submit the project work/dissertation/assignment of an end-semester examination.
  - (iii) If a candidate is certified as not eligible to appear in any Course(s) in an end-semester examination by the Course Teacher(s) due to insufficient attendance in lectures, tutorials,



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practicals or field works.

8. The candidates not appearing in a Semester Examination shall be considered as an 'Abs' candidate and that will be reflected in the Grade Sheet of the candidate. These candidates shall have to convert the 'Abs' grade by appearing in the next examination on the Course (provided he/she has a legitimate chance to appear Course) concerned by submitting project work/dissertation/assignment etc.
9. Results of the candidate who appeared in the Betterment or Backlog Examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.

### **TRANSCRIPT**

The University may issue a consolidated Transcript on payment of a prescribed fee which shall contain Letter grades, grade points and SGPA and CGPA mentioning the Course Titles in detail, medium of instruction and programme duration.

### **CREDIT TRANSFER**

Inter-Institutional transfer of Credits may be considered by the Dibrugarh University on the reciprocal basis or in compliance with the relevant Guidelines of the UGC.

### **RULES FOR ADMISSION TRANSFER FROM OTHER UNIVERSITY:**

- (a) The University shall allow admission on transfer of students from other Universities. However, such transfer shall be permissible provided that -
  - (i) Both Universities conduct the same degree programmes under the CBCS.
  - (ii) The course structure along with the nomenclature of the courses are similar between the two Universities.
  - (iii) The combination of courses opted by the candidate is not changed.
- (b) In fulfillment of the conditions as laid down in clause 11 (a), a candidate may be allowed to get admission on transfer from other Universities on the production of a transfer certificate, proof of classes attend, migration certificate, etc. not later than 1 (one) month from the commencement of the classes of the semester concerned. The records of class attendance, and performance in internal assessment in his/her credit shall be carried over on admission and shall be computed for the purpose of examination.

With such permission of transfer, the Credits earned by the student shall also be accepted by the





University.

(c) A candidate shall have to apply for transfer in the prescribed format of the University.

**GENERAL:**

- a. It shall be ensured that the University shall maintain a fundamental code of professional ethics in implementing these Regulations.
- b. For any matter not covered under these Regulations for the DU UG CBCS Programmes, the existing Dibrugarh University Rules, Ordinances and the Dibrugarh University Act, 1965 (as amended) shall be applicable.
- c. The Dibrugarh University CBCS Board and/or the Examination Committee of the University shall remove any difficulty, which may arise in the course of operations relating to the execution of the DU CBCS programme.

**4.3 STATEMENT OF COURSE(Prior to FYUGP) STRUCTURE FOR B. COM (HONS.)**  
**COURSE UNDERCBCS:**

**\*Latest course structure and syllabus are under construction and will be notified shortly.**

Semester	Course	Course Code	Title	Credit	Remarks	
I	Core	C 101	Financial Accounting	6	Compulsory	
		C 102	Business Laws	6		
	Generic Elective Ability Enhancement	G 101	Micro Economics	6	Compulsory	
		AE 101	Communicative English MIL/Communicative Hindi/Alt. English	2	Compulsory	
		AE 102		2		
Total Credit			22	Compulsory		
II	Core	C 203	Corporate Accounting	6	Compulsory	
		C 204	Corporate Law	6		
	Generic Elective Ability Enhancement	G 202	Macro Economics	6	Compulsory	
		AE 202	Environmental Science/Studies	2	Compulsory	
Total Credit			20	Compulsory		
III	Core	C 305	Human Resource Management	6	Compulsory	
		C 306	Income Tax Law and Practice	6		
		C 307	Management Principles and Application.	6		
	Generic Elective Skill Enhancement	G 303	Business Statistics	6		Compulsory
		SE 302	E-Commerce	2		Compulsory
Total Credit			26	Compulsory		

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**CKB COMMERCE COLLEGE, JORHAT**



IV	Core	C 408	Cost Accounting	6	Compulsory
		C 409	Business Mathematics	6	
		C 410	Computer Application in	6	
		G 404	Business	6	
		SE 403	Indian Economy Entrepreneurship Development I	2	
Total Credit				26	
V	Core	C 511	Principles of Marketing	6	Compulsory
		C 512	Fundamentals of Financial Management	6	
	Discipline Specific Elective	D 501	<b>Group-A</b>	6	Student shall choose any two courses from group-A
		D 502	a) Management Accounting b) Corporate Tax Planning c) Security Analysis and Portfolio Management d) Service Marketing e) Banking and Insurance f) Computerised Accounting System g) Financial Markets, Institutions and Financial Services	6	
Total Credit			24		
VI	Core	C 613	Auditing and Corporate Governance	6	
		C 614	Indirect Tax Law	6	
	Discipline Specific elective	D 603	<b>Group-B</b>	6	Students shall have to opt for any two courses from Group-B
		D 604	a) Fundamentals of Investment b) Consumer Affairs and Customer Care c) Business Tax Procedures and Management d) International Business e) Industrial Relations and Labour Laws f) Business Research Methods and Project Work	6	
Total Credit			24		
Grand Total of Credits				142	

*For detailed information regarding course structure visit Dibrugarh University's website.*  
**[www.dibru.ac.in](http://www.dibru.ac.in)**

**NOTE:** Each paper consists of 100 marks of which 20 marks are for Internal Assessment. For paper 604 (Specialty Courses), 80 marks are for project work and 20 for Viva-Voice. The marks of Environmental Studies - 405 have not been shown in the above statement



## **5. ELIGIBILITY CRITERIA FOR ADMISSION**

### **5.1 B. COM FIRST SEMESTER CLASS**

A student passed the Higher Secondary Examination (10+2) in the Commerce stream of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University. A student who passed the Higher Secondary Examination (10+2) in Arts or Science stream with Mathematics and/or Statistics is also eligible to apply for admission.

### **5.2 ADMISSION**

For this academic year admission process will be done online ([www.ckbcc.org](http://www.ckbcc.org)). 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 messages and intimate about the admission procedure. The prospective candidates are requested to visit the college website regularly for updates.

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

### **5.3 TUITION FEES AND (ANNUAL) DUES**

<b>Heads</b>	<b>Degree Course (Rs.)</b>
1. Admission fee	800.00
2. Monthly Tuition fee	70.00
3. U/C Annual fee	20.00
4. U/C Remittance fee	10.00

**NOTE: Subject to change as per notification of DU.**

### **OTHER CHARGES (Payable annually at the time of admission)**

#### **I. Institutional**

i) Examination Fee	Rs.	430.00
ii) Library Fee	Rs.	200.00
iii) IT Facility Fee	Rs.	230.00
iv) Identity Card	Rs.	50.00
v) College Development Fund	Rs.	500.00
vi) Electricity Fee	Rs.	500.00



vii) Students' Support Facilities (Cycle Shed+ Drinking Water)	Rs.	300.00
viii) Commerce Forum	Rs.	50.00
ix) Transfer Certificate	Rs.	20.00
x) Career Counselling	Rs.	50.00
xi) Academic Calendar	Rs.	40.00
xii) Bharat Scout & Guide, NCC & NSS	Rs.	30.00
xiii) Publication Fee	Rs.	50.00
xiv) Contingency	Rs.	300.00
xv) Annual Health Insurance Premium	Rs.	30.00
<b>Total</b>	<b>Rs.</b>	<b>2,780.00</b>

## 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
<b>Total</b>	<b>Rs.</b>	<b>1,090.00</b>

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

### Total amount payable at the time of admission

B. COM 1 <sup>ST</sup> SEM (MAJOR)	Rs.	5540.00	(Includes 1 Year Tuition Fee)
B. COM 3 <sup>RD</sup> SEM (MAJOR)	Rs.	5540.00	(Includes 1 Year Tuition Fee)
B. COM 5 <sup>TH</sup> SEM (MAJOR)	Rs.	5540.00	(Includes 1 Year Tuition Fee)



## **6. ATTENDANCE IN CLASSES**

A student within the range of 70% to less than 80% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists. Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reasons on recommendation of the Head/Director/Coordinator of the Department/ Centre on payment of a prescribed fee(s).

## **7. INTERNAL ASSESSMENT**

**7.1.1** The marks allotted for Internal Assessment (20%) in each course shall be based on the following:

- a) Sessional Examination I (Written)- 25% of the marks allotted for internal assessment.
- b) Sessional Examination-II (Written)- 25% of the marks allotted for internal assessment.
- c) Seminar/ Group Discussion- 25% of the marks allotted for internal assessment.
- d) Attendance Carries 25% of the marks allotted for Internal Assessment. The marks of Internal Assessment for Attendance shall be awarded as below:

<b>Range of % of Attendance</b>	<b>Marks to be awarded</b>
80% to less than 85%	2
85% to less than 90%	3
90% to less than 95%	4
95% to 100%	5

Provided that one (1) mark for attendance shall be awarded to the candidates falling under the non-collegiate category within the range of 70% to less than 80% attendance, who are allowed to appear in the end-semester examination of the concerned semester.

Each sessional examination shall be conducted by the concerned teacher(s) of the course. The setting of the question paper, invigilation duty, and evaluation of answer scripts for each paper shall be done by the concerned teacher(s) as a part of his/her/their normal duty. The teacher concerned shall fix the date of the sessional examination of each course complying with the Academic Calendar of the University. The students shall have to write the answers in the scripts provided and duly authenticated by the college/ institute concerned.

**7.1.2** There shall be no provision for “repeat”/ “betterment” in the sessional examination. If a student misses any sessional examination for unavoidable reasons, the concerned teacher may allow the student to appear in a separate examination at his/her own discretion.

**7.1.3** The marks of internal assessment secured by a candidate shall be carried over to the next legitimate



chances.

**7.1.4** If any student fails to secure any mark in internal assessment, he/she shall not be eligible to appear in the end semester examinations of the course(s) concerned. The college will notify the same prior to filling up forms for examinations.

## **8. TOTAL MARKS**

### **8.1 For Semester System/CBCS**

As per the Course Structure

## **9. EXAMINATIONS**

As a part of the continuous evaluation process, the college conducts Class Tests, Unit Tests, and Sessional Examinations regularly besides the Council and University Examinations.

### **9.1 For Semester System**

- a) Examination and evaluation shall be done on a continuous basis, at least three times during each semester.
- b) There shall be 20% marks for internal assessment and 80% marks for the End semester examination in each course during every semester.
- c) There shall be no provision for re-evaluation of the answer scripts of the End semester examinations. However, a candidate may apply for re-scrutiny.

## **10. 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 brilliant students.
- b) Following scholarships are also awarded to students for outstanding performance.
  - i) Chinmoy Saikia Memorial Award.
  - ii) CKB Commerce College Teachers' Inspiration Award.
  - iii) Rupak Dutta Memorial Award.
  - iv) Best Library User Award (Student).

## **11. STUDENTS' AID FUND**

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



## 12. IDENTITY CARD

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

## 13. UNIFORMS FOR STUDENTS

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

**Boys:** White Shirt and Black Formal Pants. (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 colored Sweater for both Boys & Girls.

## 14. LIBRARY FACILITY

The College has a computerized and digital library with a rich collection of textbooks, reference books, periodicals, journals, newspapers, 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.

## 15. HOSTEL

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

## 16. 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.

## 17. CAREER COUNSELLING

A Committee of teachers headed by the Principal is involved in the constant monitoring of students' academic interests 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 quizzes, debating, eloquence, seminars, group discussions, lectures, etc. are organized among the students from time to time.



## **18. 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's empowerment.

## **19. ALUMNI ASSOCIATION**

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

## **20. PARENTS-TEACHERS' ASSOCIATION**

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

## **21. 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.

## **22. B.COM / BBA / M.COM COURSE**

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

## **23. ICAI: CMA SUPPORT**

The College runs an ICAI-recognized Oral Coaching Centre for CMA courses which is the 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.

## **24. IQAC**

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





## **25. ACADEMIC FACILITIES**

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

### **25.1 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.

### **25.2 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.

### **25.3 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.

### **25.4 Indian Accounting Association (IAA) Branch**

The College is also having a branch of the 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.

### **25.5 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.

### **25.6 NPTEL Local Chapter**

NPTEL has been offering self-study courses across engineering, humanities and science streams for more than a decade. To take this initiative forward and to encourage more students across colleges to participate in this initiative, NPTEL is setting up SWAYAM-NPTEL chapter in colleges which will be



under the headship of a faculty member of the college, who would be our Single Point of Contact (SPOC). The College has been established as SWAYAM - NPTEL Local Chapter in 2022.

### **25.7 Book Bank**

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

### **25.8 Internet Facility**

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

### **25.9 Xerox Facility**

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

## **26. OTHER FACILITIES**

### **26.1 Auditorium**

The college has Madhab Ch. Chakravorty Auditorium, equipped with all modern amenities capable of hosting cultural and other activities of similar nature.

### **26.2 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.

### **26.3 Parking Facility**

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

### **26.4 Canteen Facility**

The College provides a canteen facility during the college hours.

## **27. OTHER BODIES**

### **27.1 CKBCC Cine Club**

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



serious art.

### **27.2 Health and Sanitation Club**

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

### **27.3 Innovation Entrepreneurship and Career Guidance Cell (IECGC)**

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

### **27.4 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 especially English, and the inclusion of moral and ethical values through various programmes.

### **27.5 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.

### **27.6 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.

### **27.7 Disabled Friendly Resource Room**

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

## **28. TEACHING & NON-TEACHING STAFF OF THE COLLEGE**

Principal i/c	:	Mr. Sobhan Saikia, M.Sc., M.Phil.
Academic in-charge	:	Dr.Sarat Borah, M.Com., Ph.D.



## **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. Dr. HariPriya Dutta, M.Com., Ph.D. Assistant Professor

### **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., M.Phil., 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. Dr. Ananya Sarma, M.Com., Ph.D., Assistant Professor

### **Economics & Human Resource Management**

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

### **Commerce**

1. Dr. Satya Deka, M.Com., Ph.D., Associate Professor (HOD)
2. Ms. Pratyashi Tamuly, M.Com., Assistant Professor

### **Statistics & Mathematics**

1. Mr. Sobhan Saikia, M.Sc., M.Phil., Associate Professor (Vice-Principal)
2. Mr. Rupam Sarmah, M.Sc., Associate Professor (HOD)
3. Dr. Sulaxana Bharali, M.Sc., Ph.D., Assistant Professor

### **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)

### **LIBRARY STAFF**

1. Ms. Anindita Shandilya, M.Lib. (Librarian)
2. Mr. Bhaskar Thakur (Library Assistant)
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. Mr. Himangshu Bhorali

#### **SYSTEM ADMINISTRATOR**

1. Mr. Himangshu Bhorali

#### **GRADE-IV STAFF**

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

**Date:**

**Sd/- Mr. Shobhan Saikia**  
Principal i/c



**COLLEGE AT A GLANCE**



**ICT ENABLED CLASSROOM**



**M C CHAKRABARTY AUDITORIUM**



**COLLEGE CANTEEN**



**D N SARMAH INDOOR STADIUM**





**COLLEGE LIBRARY**



**COLLEGE ADMINISTRATIVE BUILDING**



**COLLEGE CAMPUS**



**COLLEGE FIELD**



**COLLEGE WEBSITE**



**COLLEGE DIGITAL ROOM**



**CLEAN INDIA CAMPAIGN**



**TREE PLANTATION AT COLLEGE**



**BIHU WORKSHOP AT COLLEGE**



**SANKARDEV TITHI AT COLLEGE**



**SELF-DEFENCE TRAINING  
AT COLLEGE**



**COLLEGE NCC UNIT**



**COLLEGE NSS UNIT**



**BADMINTON PRACTICE**



**STUDENTS ACTIVITY**



# OUR GLORY, OUR PRIDE !!

Nandita Das , 6<sup>th</sup> Rank, HS Final Exam 2023

