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## **T. D. C. (Commerce) : First Year**

### **B. Major Course :**

- 1.1. Business Communication/MIL
- 1.2. Business Mathematics
- 1.3. Financial Accounting
- 1.4. Business Organisation & Entrepreneurship Development
- 1.5. Company Law
- 1.6. Modern Banking Practice
- 1.7. (A) Cost Accounting (Accountancy Major)  
(B) Human Resource Management (For Student major in Management)  
(c) Indian Financial Service (For Finance Major)

## **T.D.C. (Commerce) : Second Year**

- 2.1. Environmental Studies
- 2.2. Business Economics
- 2.3. Business Statistics
- 2.4. Corporate Accounting
- 2.5. Principles of Management.

## **T.D.C. (Commerce) Third Year**

- A. General Course :**
- 3.1. Information Technology in Business.
  - 3.2. Business Environment.
  - 3.3. Marketing Management.
  - 3.4 Business Regulatory Framework.
  - 3.5 Financial Management.

- Three year Bachelor of Mass Communication course (B. Masscom)  
Eligibility : 10+2 or equivalent (Arts/ Commerce/ Science)  
From any discipline with 50% marks in aggregate.

## **2.5 Career Oriented Programme (COP) under U.G.C.**

1. One Year Certificate Course in Mass Communication under G.U. as Add on course for Degree (under graduate) students who are undertaking regular courses in different subjects, both for Arts and Commerce.

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Name of Course	:	One year certificate in Mass-Communication.
Eligibility	:	10+2 or equivalent from any discipline (Arts/Science/Commerce)
Fees for the Course	:	Rs. 1500 for one year (First and Second Semester)

### **Course Content for Mass-Communication :**

First Semester (6 Months)	:	Introduction to communication, journalism and Functional English/Language, etc.
Second Semester (6 Months)	:	Advertising, Public relations and Writing for Print Media.

### **2. Six months certificate in computer Application under Gauhati University (COP) :**

Name of Course	:	Six months certificate course in computer Application
Eligibility	:	10+2 or equivalent from any discipline (Arts/Science/Commerce)
Fees Structure	:	Rs. 1500/- (for 6 Months)
Course Content	:	Fundamental of Computers P. C. Software, Internet and Web Page Design, Introduction to Programming, Introduction to Business Data Processing, Database Programming

### 3. Self financing short Term Computer training course :

2.6

## SEAT ALLOCATION OF MAJOR & GENERAL SUBJECTS IN ARTS AND COMMERCE FACULTIES

### ARTS

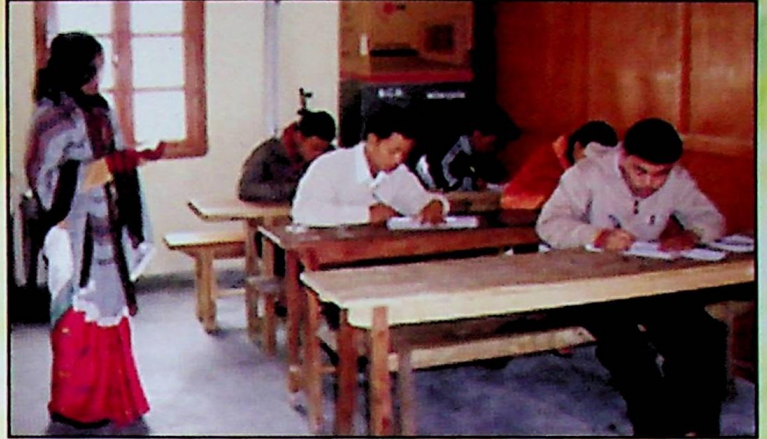
Major Subject	No. of Seat	General Subject	No. of Seat
Assamese	25	Elective Assamese	40
Bodo	15	Elective Bodo	30
Economics	15	Economics	40
Education	25	Education	100
English	15	English	
Geography	20	Geography	30
History	15	History	30
Political Science	25	Political Science	100
		Mathematics	10

### MAJOR SUBJECT IN COMMERCE

Accountancy	10
Management	10
Finance	10









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## PROCESS OF ADMISSION

1. **Higher Secondary Course** : For admission into higher Secondary First Year Arts and Commerce, a candidate must pass H.S.L.C. Examination or any other equivalent examinations.
2. **Degree Course** : For admission into Degree (Arts) course, a candidate must pass Higher Secondary or any other equivalent examinations from secondary school or university. For admission into Degree (commerce) a candidate must pass H.S. Arts/Commerce/ Science/ Vocational or equivalent examination.
  - 3.1 \* For both the courses, selection should be done on merit or mark basis through selection procedure by the College authority.
  - 3.2. \* Candidates selected for admission must take admission within the schedule time limit.
  - 3.4. \* For selection of candidate to offer "Major course' in any subjects (in 2.2.c.), the faculty concerned is empowered, however, the decision of the academic committee and Principal regarding any admission shall be final.
  - 3.5. (a) Application form with Prospectus and Academic Calendar will be available from the college office during college hour on payment of Rs. 80/- only.
    - (b) Duely filled up admission forms must be submitted along with the attested copies of marksheet and certificates.
    - (c) List of original documents are to be produced at the time of admission:
      - (i) Marksheet of particular examination passed,
      - (ii) Admit card (iii) Three copies of passport size signed photographs (duely attested),
      - (iv) Registration Card,
      - (v) Pass certificate of last examination passed,
      - (vi) Caste Certificate (if applicable),
      - (vii) Other certificates of extra curricular activities if any.



### 3.6 FEES STRUCTURE OF COURSES

#### FEES STRUCTURE

#### SESSION - 20010-11 (BOTH ARTS & COMMERCE)

##### 1. Admission Fees :

Date : 16-05-2010

No.	Paticulars	HS 1st Yr.	HS 2nd Yr.	TDC 1s. Yr.	TDC 2nd Yr.	TDC 3rd Yr.
1.	Admission Fees	100/-	100/-	100/-	100/-	100/-
2.	Tution Fees (Boys)	600/-	600/-	720/-	720/-	720/-
3.	Tution Fees (Girls)	200/-	200/-	—	—	—
4.	Library Fees	100/-	100/-	100/-	100/-	100/-
5.	Union Fees	120/-	120/-	120/-	120/-	120/-
6.	Registration Fees	25/-	—	210/-	—	—
7.	Enrolment Fees	15/-	—	100/-	100/-	100/-
8.	Festival Fees	60/-	60/-	60/-	60/-	60/-
9.	Idendity Card Fees	20/-	—	20/-	—	—
10.	Magazine Fees	80/-	80/-	80/-	80/-	80/-
11.	Examination Fees	50/-	50/-	50/-	50/-	50/-
12.	Student Aid Fees	35/-	35/-	35/-	35/-	35/-
13.	College Development Fund	100/-	100/-	100/-	100/-	100/-
14.	College Certificate	15/-	—	15/-	—	—
15.	Laboratory	210/-	230/-	300/-	300/-	400/-
16.	Electricity	70/-	70/-	100/-	100/-	100/-
17.	Major Fees	...	...	300/-	300/-	300/-
18.	Environmental Studies Fees	...	...	100/-	100/-	100/-
19.	Scout & Guide	20/-	20/-	20/-	20/-	20/-

20.	IQAC (NAAC)	30/-	30/-	30/-	30/-	30/-
21.	NSS	20/-	20/-	20/-	20/-	20/-
22.	Faculty Dev.	20/-	20/-	20/-	20/-	20/-

### Total :

#### HS 1 Yr.

1. With Practical (Boys) Rs. 1690/-
2. Without Practical (Boys) Rs. 1480/-
3. With Practical (Girls) Rs. 1290/-
- Without Practical (Girls) Rs. 1080/-

#### HS 2nd Yr.

1. With Practical (Boys) Rs. 1635/-
2. Without Practical (Boys) Rs. 1405/-
3. With Practical (Girls) Rs. 1235/-
4. Without Practical (Girls) Rs. 1005/-

#### TDC 1 Yr.

1. With Practical General Rs. 2300/-
2. Without Practical General Rs. 2000/-
3. With Practical Major Rs. 2600/-
4. Without Practical Major Rs. 2300/-

#### TDC II Yr.

1. With Practical General Rs. 2055/-
2. Without Practical General Rs. 1755/-
3. With Practical Major Rs. 2455/-
4. Without Practical Major Rs. 2055/-

#### TDC III Yr.

1. With Practical General Rs. 2055/-
2. Without Practical General Rs. 1755/-
3. With Practical Major Rs. 2455/-
4. Without Practical Major Rs. 2055/-

#### 2. Hostel Fees :

Girls' Hostel : Total Rs. 1600 Yearly

Boys Hostel : Total Rs. 1600 Yearly.

Principal,  
Bikali College, Dhupdhara

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## **INCENTIVES, FACILITIES AND WELFARE ACTIVITIES**

**4.1. Incentives for meritorious and needy students:** Packages of incentives for meritorious as well as needy students have been offered by the college authority since a couple of years. Five meritorious students will be selected on the basis of the conditions laid down by the authority. Selection will be from those students who have secured more than 60 percent mark.

**4.2. Facilities available :**

(a) **Games and Sports :** Football playground, Volleyball ground, Badminton court, Cricket ground, Archery field practice ground.

A Mini Stadium is in the College Campus.

**Indoor Games Facilities :** Badminton, Chess, Carrom, Arm Wrestling, Table Tennis

(b) **Art and Culture :** The college provides facilities to the students who are interested in art and culture by arranging cultural programmes, get together, festival and college week. Besides, college also provides scope to participate in extra curricular activities, competitions, youth festivals organised by G.U. and also other socio-cultural organizations.

**4.3. Library :**

The College library has a separate building placed in a calm and quiet environment with moderately high collection of text books, reference books of all subjects along with journals and newspapers for regular use of the teachers and students.

The library has well furnished reading room equipped with reading stand for students. The students are allowed to go through books, journals, news papers, bulletins in the reading room during the college hour. Readers are issued books temporarily for the day only.

Every student will be issued a library card against which two books for General course students and three books for Major course students will be issued for a specific time. The borrower of the book will be responsible for any damage or loss of the book. Students are also issued books under 'Book Bank' Scheme. Besides, reading facilities especially for competitive Examination books is also available in the library. The college library is equipped with computer for smooth management and systematic functioning. A cell on 'Gandhian Study' has also

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been, started in the library. Apart from these, a distinctive cell on local publication is also coming up.

**Departmental Library :**

Besides all departments have departmental libraries linking with the central college library.

**4.4. Hostel for Girls' and Boys'**

The college has hostel accomodation for both girls' and boys'. Hostel seats for students will be allotted on requirements and merit basis.

A spacious Girls' (Women) Hostel (Single storyed) has 70 Seats Capacity.

Boys' Hostel has 15 Seats capacity.

**4.5. N.S.S. :**

The College has a unit of National Service Scheme (N.S.S.). Community development programmes and services are rendered by this unit. Students can join NSS to develop personality, Work-culture and leadership in particular and also to imbibe helping attitude to the underdeveloped and needy society of the neighbouring areas in particular and nation as a whole in general. Programme officer: Mr. Sayed Ali Ahmed, Sr. Lecturer, Deptt. of Political Science.

**Ranger Team :**

A Ranger team has been formed and presently rendering valuable service to the college.

**Ranger Leader :**

Renuka Bhattacharjee, Lecturer, Deptt, of Education.

**4.6. Extension Education Centre:**

The college has already introduced the concept of extension education which is termed as the third dimension in higher education. Since its inception the centre has been able to link-up and organise training programmes with state Institute of Rural Development (S.I.R.D.), (under joint effort of G.U.) for self employment of students.

The centre has linkage with S.I.R.D., N.G.O.'s GONGO's etc. Co-ordinator: Abdul Wahed HoD, Mathematics.

**4.7. Career Councelling And Guidance Cell:**

A career councelling and Guidance cell for students and unemployed youths for providing academic as well as employment oriented informations has been established. Students can enrol by paying a small amount of fee.

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**Guidance officer :** Dr. Prasanta Chakraborty, Sr. Lecturer Deptt. of Political Science.  
Mr. Dhananjoy Rabha, Lect., Deptt of Management

**Women Cell :**

The College has a Women Cell that deals with the issues and problems relating to women and girl students. The Cell plans to organise an awareness programme and a workshop in the current session. Special counselling session will be held quarterly in the session.

**4.8. Population Education Club:**

A Population Education Club is in existence in the department of Education which devotes for literacy campaign in the community.

**4.9. Post Graduate Correspondence courses contact centre under Institute of Distance and Open Learning (IDOL), Gauhati University :**

The College has been provided a Post Graduate correspondence courses contact centre under G.U., since the academic year 2003.

**Contact person :** Dr. Ananya Baruah, HoD, Education.

**4.10. Computer Science Centre :** Self-financing short-term computer training courses have been introduced successfully since 2002-2003 academic session in order to bring computer literacy among the students and unemployed youths of the locality.

**Computer Centre :** 'Bikali College' – 'Third Eye Infosys' joint venture for the session 2010-2011.

**Courses and Fee Structure :**

- (1) Smart Beginners (One month)  
Rs. 700+300=1000/-
2. Start up for Beginners (Three months)  
Rs. 1200+300=1500/-
3. Start up for Aspiring Engineers (Three months)  
Rs. 1200+300=1500/-
4. Start up for commerce Students (Three months)  
Rs. 1200+300=1500/-
5. Diploma in Applied Business Applications (Six months)  
Rs. 1500+300=1800/-
6. Diploma in Client Server Programming (Six months)  
Rs. 1500+300=1800/-
7. Hardware and Networking (One Year Diploma Course)  
Rs. 3200+300=3500/-

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8. One year Diploma Course in I.T.  
Rs. 3200+300=3500/-
9. Post Graduate Diploma in Computer Application  
(PGDCA, One Year)  
Rs. 8000/-

**LDA Miss Ismatara Ahmed.**

**4.11.** The college has a Nature Club-"Bosundhora" a voluntary organisation for initiating environmental awareness among the students and community.

**Convenors :** (i) Mr. A. Haque Ahmed. HoD Economics  
(ii) Mr. Dhananjay Rabha, Deptt. of Management

**Parent-Teachers Association :** Convenor - Mr. Bibhuti Kalita

**Alumni Association :** Convenor - Mr. Dinabandhu Kalita  
Mr. Prasanta Pathak

**College Campus Beautification Sub-Committee :**

**Convenor :** Mr. Sayed Ali Ahmed

**Member :** Mrs. Abala Bhuyan  
: Mrs. Banti Bordaloi  
: Mrs. Rajlakshmi Hazarika

**College Canteen –** College has a well furnished Canteen.

**4.12. Students welfare fund:**

There is a provision for students welfare Fund. Economically weak but deserving students are given financial help on application.

**4.13. Scholarship :**

Government sponsored Scholarship for ST/SC/O.B.C. and M.O.B.C. are granted regularly. Besides, Merit Scholarship and other public and private funded scholarships are also being recommended.

**4.14. Felicitation for Excellent result :**

Students who passed the H.S. Final Exams and T.D.C. exams securing high marks are felicitated in the college festival.