

PUBLIC COLLEGE OF COMMERCE DIMAPUR : NAGALAND

Estd. - 1985

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Affiliated to NBSE & Nagaland University
Recognised by UGC u/s 2(f) & 12(B) of UGC Act, 1956
Accredited by NAAC – Grade B



PROSPECTUS

Higher Secondary 11 and 12 (NBSE)

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Part –A: GENERAL INFORMATION

1. INTRODUCTION

Public College of Commerce was set up in 1985 by a few academicians of the region. It was in 1983, the idea of starting a separate commerce college nurtured in the minds of some of the faculty members of Dimapur College. A steering committee was thus formed with Shri L. Lhoutuo as Convenor and Shri G.C.Paira as President which put forward the proposal to the Education Department, Government of Nagaland for setting up of a new commerce college in Dimapur. With the efforts of Shri Kiremwati, the then Director of Education, Government of Nagaland the dream of a commerce college came into reality with the appointment of Shri H.R. Ghose Roy, a senior faculty member as the Principal-in-Charge.

The college began its journey as a night college with only 5 students on its roll at premises of Dimapur College. But in 1988-89, when Dimapur College was shifted to its new campus, Public College started its session as a full-fledged commerce college. The college was initially affiliated to North Eastern Hill University, Shillong in 1990 and then to Nagaland University in 1992. Since then the college has not looked back and now can boast as one of the best colleges in Nagaland imparting commerce education. Today it has well experienced & devoted faculty members who are dedicated for the cause of good education with their valuable knowledge and experience to over 800 students per session. Since its inception, the College has maintained its excellence in academic records and discipline of the students. The college has made commendable progress in all round development of the students. The college is providing computer education to students of degree classes from the academic session 2011-12 on different module basis semester wise.

Over the period the college has endeavoured to instill in its students a love for excellence, integrity, brotherhood and the preservation of the environment in an atmosphere conducive to the awareness of God.

The college has been recognized by University Grants Commission u/s 2(f) & 12(B) of the UGC Act 1956. It has also been accredited National Assessment and Accreditation Council with Grade – B (CGPA – 2.50).

2. OUR VISION

To be the premier commerce institution, a student centric learning community, recognized for its quality teaching, guidance, moral building, skill upgradation and training by using latest technology and innovative methodologies.

3. OUR MISSION

To promote excellence in different fields of commerce and wide aspects of other related fields of education in a conducive and rewarding environment for both students and faculty to light and uphold a zeal for quality education involving self-motivation, self-evaluation, accountability and reliability in the process of teacher-learner relationship by providing job-oriented courses in conjunction with the present industry demand.

4. MANAGEMENT

The College is governed by a Governing Body consisting of eleven members, headed by Deputy Commissioner, (Dimapur) as Ex-Officio Chairperson and Addl. Deputy Commissioner (Hq) as Ex-Officio Vice Chairperson. The Governing Body looks after the overall administration of the college.

5. FACULTY AND STAFF

Sl. No	Name	Qualification	Designation
01.	Dr. A.K.Talukder	<i>M.Com(Acc), MBA(HRM), Ph.D,</i>	Principal
02.	Mr. D. Majumdar	<i>M.Com(Acc)</i>	Vice Principal

DEPARTMENT OF COMMERCE

Sl. No	Name	Qualification	Designation
01.	Mr. D. Majumdar	<i>M.Com(Acc)</i>	<i>Sr. Asst. Professor</i>
02.	Mr. D. Roy	<i>M.Com(Acc)</i>	<i>Sr. Asst. Professor & HoD</i>
03.	Mr. R. Paul	<i>M.Sc.(Stats), MBA(HRM), DCA, DTP</i>	<i>Sr. Asst. Professor</i>
04.	Mrs. Supongsangla	<i>M.Com (Mgt)</i>	<i>Asst. Professor</i>
05.	Dr. N. Sutradhar	<i>M.Com(Acc), NET, Ph.D</i>	<i>Asst. Professor</i>
06.	Mr. Moaakam	<i>M.Com(Acc)</i>	<i>Asst. Professor</i>

DEPARTMENT OF ECONOMICS

Sl. No	Name	Qualification	Designation
01.	Dr. P. Chakraborty	<i>M.A.(Eco), Ph.D</i>	<i>Asst. Professor</i>
02.	Mr. K.N.M Humtsoe	<i>MA. (Eco), NET</i>	<i>Asst. Professor</i>

DEPARTMENT OF ENGLISH

Sl. No	Name	Qualification	Designation
01.	Mr. A.K. Singh	<i>M.A.(Eng)</i>	<i>Sr. Asst. Professor & HoD</i>
02.	Mr. D. Baruah	<i>M.A.(Eng)</i>	<i>Sr. Asst. Professor</i>

COMPUTER SECTION

Sl. No	Name	Qualification	Designation
01.	Mr. Rajesh Kuswaha	<i>M.Com., MCA, Cert. in Computer Hardware, HoD</i>	Computer Instructor
02.	Mr. Rahul Choudhury	<i>BCA</i>	Computer Instructor

LIBRARY

Sl. No	Name	Qualification	Designation
01.	Mr. R. Kuswaha	<i>M.Com., MCA,</i>	In-Charge
02.	Mr. Amarendra Ghosh Roy	<i>P.U.(Com.)</i>	<i>Library Assistant</i>

NON-TEACHING STAFF

Grade-II

Sl. No	Name	Qualification	Designation
01.	Mr. Ratikanta Jana	<i>M.Com</i>	<i>Head Asst.-cum-Accountant</i>

Grade-III

Sl. No	Name	Designation
01.	Mr. Kishore Purkayastha	<i>Sr. LDA-cum-Cashier</i>
02.	Mr. Dilip Paul	<i>Sr. LDA-cum-Typist.</i>

Grade-IV

Sl. No	Name	Designation
01.	Mr. Ratan Ghosh Roy	<i>Peon.</i>
02.	Mr. Romesh Soner	<i>Watchman</i>
03.	Mr. Tokheka Assumi	<i>Gardener-cum-Cleaner</i>
04.	Mrs. Merry Soner	<i>Sweeper.</i>
05.	Mrs. Temjenpongla	<i>Attendant</i>

6. FACILITIES

- a. **Library with Inffibnet:** The college has well-equipped library with large number of text books, periodicals, magazines and both local and national news papers, which are made available for the benefit of students and faculty. The library has also internet facility for the students & faculty for online access to e-books, journals, and periodicals. Students are encouraged to make extensive use of the existing library facility in order to enrich their learning process.

The Library Cards are issued at the beginning of the course on production of College Identity Card and the caution deposit receipt. Books are issued during the academic session only and students are required to return the same before issue of exam admit cards. For getting library card a student has to deposit caution money of `200. A passport size photograph has to be affixed on the library card. Each student is entitled to get three books at a time for 7 days only. `2 per day per book shall be charged as late fine. In case of loss of the library card, a duplicate one may be issued on payment of `20. In case the issued book is lost by the student, the cost of the book at the present market value shall be realized. The caution money is refundable only after the student has passed their final semester examination or has taken transfer certificate from the college.

- b. **Computer Lab:** The College has a computer lab with a good number of computers. At present the students of 1st to 4th semesters are taught different certificate courses on different modules.
- c. **Games & Sports:** The College organizes annual sports activities with active participation of both teachers and students in a number of games such as football volley ball, basket ball, cricket, athletics, and different indoor games. Keeping in view the importance of physical well-being, the college encourages students to participate in various games & sports events organized by other institutions or bodies.
- d. **Literary Activities:** The College organizes various co-curricular activities during the academic session such as debate, quiz, extempore, essay, short story writing, poem writing, pencil sketch competitions, both at intra-college and inter-college level, and also send its students to various institutions for their active participation in such programmes.
- e. **Skill Development:** The College periodically organizes various skill development programmes for both students and staff by hiring the services of outside agencies.

- f. **College Magazine:** The College publishes an annual magazine during every academic session, showcasing the creativity, talents, and interests of the students and staff.
- g. **College Journal:** Apart from the College Magazine, the college also publishes a refereed research journal, '*PCC Journal of Economics & Commerce*' with ISSN 2229-6417, since 2009.
- h. **Seminars:** The College organizes national & state level seminars from time to time for the development of the students and faculty.
- i. **Career Counseling & Placement Cell:** Keeping in view the importance of career guidance and counseling for the well being of the students, a career counseling and placement cell has been constituted with members from the faculty. The Cell from time to time organizes workshops, and symposium by hiring the services of resource persons with different back grounds to high light various career opportunities. The Cell also takes initiative to co-ordinate with organizations for placement of the students.
- j. **Coaching Classes:** Keeping in view of the intense competition in all fields of employment, the college conduct coaching classes for the final semester students with the help of resource person from within and without the college.
- k. **Tutorial Programme:** In order to strengthen the learning process, tutorial classes are organized from time to time for slow learners or students requiring additional input to cope up with their course requirements.
- l. **Wall Magazine:** The College has wall magazine facility, where the students are encouraged to right topics of day to day importance.
- m. **Drinking Water:** The College provides drinking water on all the floors including water cooler and water purifiers on the ground floor.
- n. **Power Backup:** The College provides uninterrupted power supply with the support of Generator.
- o. **CCTV Surveillance:** The College keeps proper surveillance of all the class rooms, library, computer lab, office, corridors, etc.
- p. **Announcement System:** The Principal communicates with all its members (students & faculty) over the announcement system.
- q. **Bulk SMS:** Bulk SMS has been introduced for fast and timely communication to the students.
- r. **IQAC:** The Internal Quality Assurance Cell of the college, constituted with the members from Governing Body, outside experts and college faculty, takes regular initiatives towards quality enhancement of the college and sends Annual Quality Assurance Report (AQAR) to NAAC. The Cell is working towards fulfilling the quality aspects for the 2nd cycle of assessment by NAAC in 2019.
- s. **National Service Scheme:** The National Service Scheme (NSS) is a youth and a students' programme that aims at arousing social consciousness of the youth with an overall

objective of personality development of the students through community service. Students are encouraged to enroll with the NSS units of the college and participate in different programmes. The college is actively involved with various activities like tree plantation, constructive work in adopted villages, Health and Environmental Protection Awareness Programmes, etc.

- t. **Red Ribbon Club:** Red Ribbon Club (RRC) of the college organizes blood donation camps and various awareness programmes on HIV/AIDS in line with National and State Programmes.
- u. **Grievance Redressal Committee:** The College has a Grievance Redressal Committee with members from faculty & students headed by a Teacher-in-Charge.
- v. **Swachh Bharat Abhiyan:** Cleanliness drives are undertaken time to time under the initiative of Swachh Bharat Committee of the college.
- w. **Alumni Association:** The Alumni Association has been formed with 13 members including 5 advisors, which meets periodically.
- x. **Students' Union:** The College has a students' union under the name 'SUPCC'. Every year elections are held to elect the office bearers of the union.
- y. **Freshers' & Parting Social Functions:** The College organizes a Freshers'-cum- Parting Social Function every year, wherein the students in large number participate in different cultural items showcasing their creativity.

7. IMPORTANT COMMITTEES/CELLS/BOARDS

At present the College has the following committees/cells/boards:

Planning Board, Internal Quality Assurance Cell (IQAC), Admission-sub-Committee, Exam Committee, Library Development Committee, Seminar Committee, Research Committee, Grievance Redressal Committee, Career Counseling & Placement Cell, National Service Scheme Committee, Swachh Bharat Committee, Alumni Association, Magazine Committee, Literary Committee, Anti-Ragging Cell, Committee on Sexual Harassment, Advisory Committee to Red Ribbon Club, Disciplinary Committee, Students' Union (SUPCC)

8. PROGRAMMES/COURSES OFFERED

The college offers both Higher Secondary XI & XII (Commerce) under Nagaland Board of School Education & B.Com General & Honours in (i) Accounting & Finance and (ii) Management under Nagaland University, for both boys and girls.

9. OTHER INFORMATION

- a) **Uniform:** The College prescribes uniform for both boys and girls to bring uniformity in dress code. Uniform also helps in maintenance of discipline in the college. The college provides materials for making dress along with other accessories. No students are allowed to attend classes without proper college uniform. The following dress code needs to be followed by every student:

FOR BOYS:

Summer - White half/full sleeve shirt, ash colour trouser, neck tie with college badge, white socks and black shoes. College T-Shirt on every Wednesday. T-Shirt is not allowed during exam time. **Winter** – Same as above and black colour sweater.

FOR GIRLS:

Summer – Light bluish green colour kurta and off- white salwar, white chunni with college badge. College T-Shirt on every Wednesday. T-Shirt is not allowed during exam time. **Winter** – Same as above and black colour sweater/cardigan.

- b) **Identity Card:** The College issues identity card to the students at the beginning of each session, which is valid for one academic session. In case of loss of identity card, duplicate card may be issued on application and payment of requisite fee by this student.
- c) **Transfer Certificate :**Students desirous to take Transfer Certificate in the middle of a year shall have to submit an application along with the following: i) College Identity Card, ii) Clearance certificate from library, iii) Clearance certificate from college office for payment of fees for the session, etc.
- d) **Admission Form:** A student is required to fill in the admission form in his/her own hand writing and submit to the Admission Committee of the college, attaching all the required documents. (See **Annexure-I** enclosed).
- e) **Declaration by the Applicant and Guardian:** The applicant and his guardian are required to sign a declaration form at the time of admission. (See **Annexure-II** enclosed).
- f) **Anti Ragging Form:** Students and Guardians are required to sign an anti-ragging form at the time of admission. (See **Annexure – III** enclosed).
- g) **Gap Certificate:** In certain exceptional cases, students may require to produce Gap Certificate. (See **Annexure – IV** enclosed)
- h) **Rules & Regulations:** Students enrolled in the college are expected to nurture a quest for excellence, a love for hard work, a spirit for service and always exhibit exemplary discipline and good conduct. Given below are some of the rules and regulations that students need to follow:
 - i) Students must attend classes regularly and punctually with the prescribed college uniform on all working days. 80% attendance is a must to be eligible to appear any exam.
 - ii) Use of alcohol, banned drugs, tobacco, gutkhas, and any other type of additives and use of gel on hair, is strictly prohibited within the college premises. Disciplinary action will be initiated against defaulters.
 - iii) No students union or association in any form shall be allowed to be formed or function without the prior approval of the college authority.

- iv) The college authority reserves the right to impose fine, suspend or expel any student whose general conduct is considered to be prejudicial to the interest of the college.
 - v) Insubordination to the college authority will be considered as a serious issue and appropriate disciplinary action shall be initiated.
 - vi) Ragging in any form is strictly prohibited by law. It is punishable under UGC Act (College & Universities Act).
 - vii) Any damage to the college property by a student will be recovered from the concerned student.
 - viii) Any student remaining absent in the class for a period of 15 days or more without the prior approval of the Principal shall lead to striking off of name(s) from the college register.
 - ix) Students need to possess the prescribed text books as recommended by Nagaland University. College doesn't provide text books, books are to be purchased from market.
 - x) Students are not allowed to use cell phones in the classrooms. If carried, the same must be switched off during the class hours. During examination students are not allowed to carry cell phones inside the campus, if found they will be liable for expulsion.
 - xi) Students (boys) with long hair are not allowed to attend classes.
- i) **Disclaimer:** Terms and Conditions laid out in this Prospectus are liable to change from year to year.

NOTE: *The College does not admit students who have passed from National Institute of Open Schooling.*

Part-B: HIGHER SECONDARY

1. **COURSE STRUCTURE:** The course structure of Class-XI & XII at present as prescribed by NBSE and offered by the college are as follows:

Compulsory Papers

- i) English
- ii) Accountancy
- iii) Business Studies
- iv) Economics

Elective & Additional Papers (choose any two - one as Elective and one as Additional)

- i) MIL or Alt. English
- ii) Fundamentals of Business Mathematics
- iii) Entrepreneurship.

Internally Assessed Subjects:

- i) Environmental Education
- ii) Work Education
- iii) Physical and Health Education.

2. **ELIGIBILITY, SELECTION, ADMISSION, FEES, INTERNAL EXAMINATION. ATTENDANCE, BOOKS, ETC.**

- i) **ELIGIBILITY** :A students who has cleared his Class-X examination under NBSE or any other Board, is eligible to apply for admission to Class-XI. For admission to Class-XII, a student who has cleared his class-XI examination form NBSE only, is eligible to apply for admission to Class-XII.
- ii) **SELECTION**: The Admission Committee will examine the authenticity of the documents of students applied for admission and may conduct written test and viva if necessary. The list of duly selected candidates shall be displayed in the College Notice Board.
- iii) **ADMISSION**: Admission to class XI will be given as per the list of selected candidates. The following documents should accompany the admission form:
- A copy of the Class X Admit Card
 - A copy of the Class X Mark Sheet.
 - A copy of Class X Pass Certificate.
 - Original Transfer Certificate from the school last attended.
 - The C.R. Book issued by the school last attended.
 - Migration Certificate in original for students who have passed Class X examination from Board other than NBSE.
 - Four copy of recent passport size photograph of the student.

For admission to Class XII, the following documents should accompany the admission form:

- A copy of the Class XI Admit Card
- A copy of the Class XI Mark Sheet
- All documents as mentioned for Class XI (For students other than PCC)
- Registration Card.

iv) **FEES**:

	XI (Rs.)	XII (Rs.)
Admission fees	3,500	3,500
Tuition Fees	650	650
Registration Fees	250	--
Registration Fees (for Migrated Students)	850	--
Games & Sports	50	50
Magazine	100	100
Exam Fees	500	500
Library Fees	200	200
Building Fund	200	200
Event/Activities/Programme Fees	500	500
Staff Welfare Fund	20	20
ANCSU/DNSU/SUPCC (40+10+100)	150	150
Neck Tie and Badge	150	150
College Identity Card	50	50
Boys' Uniform	450	450
Girls' Uniform	400	400

- v) **INTERNAL EXAMINATION**: The College conducts regular tests during the academic session. These tests are conducted with a view to ensure that the students are

ready for their Board Examinations. In addition to the tests, the students are also required to undertake project works, which are mandatory as required by NBSE. Parents are urged to check and progress of their children.

vi) ATTENDANCE: A minimum attendance of 80% of the lectures delivered is required in order to be eligible to appear the Board examination. A student having less than the required percentage of attendance is liable to be debarred from appearing the Board Examination, i.e., he/she will not be sent up for the Board examination. Parents are earnestly requested to help us by checking with the College Office from time to time regarding the attendance of their children. Moreover, any student who is absent for one month continuously without prior permission and without any valid reason(s) will have his name removed from the College Register.

vii) BOOKS: Higher Secondary Class-XI & XII students are required to attend classes with all the required prescribed books. No students will be allowed to attend the classes without text books.