

ওবেষ্ট গুৱাহাটী কমাৰ্চ কলেজ WEST GUWAHATI COMMERCE COLLEGE

Prospectus

2021-2022



PANDAV NAGAR :: BORIPARA :: GUWAHATI :: 781 012

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PROSPECTUS COMMITTEE

2021-22



Left to Right : Mrs. Sanchita Roy, Mr. Ranjit Das, Mr. Sujit Nandi, Mr. Harendra Kumar Nath (Principal I/C),
Mr. Bhabananda Dutta (Vice-Principal), Mr. Dipak Jain, Mr. Jyotirmoy Goswami, Mrs. Elora Devi



A few words from the Principal

At the outset, I extend my hearty welcome to all the students seeking admission to various courses of this commerce college. West Guwahati Commerce College has completed 28 (twenty-eight) years in 2021-22. Many of our students have come out successful to reach their destination.

This college will bring a change of mindset to think big and automatically create an enthusiastic atmosphere not only in academics but also incorporation of a plethora of value added, job oriented programmes to face the challenge of globalisation.

The institute provides assistance to its students in job-placement in suitable establishment through highly trained, experienced and motivated faculty and resource persons in various fields. The students who successfully pass out from our college is assured of good employment opportunities in coming decade.

I am certain that students of this institution will become successful to make their career bright in future.

Harendra Kr. Nath
Principal I/C
West Guwahati Commee College



ওবেষ্ট গুৱাহাটী কমাৰ্চ কলেজ
WEST GUWAHATI COMMERCE COLLEGE



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SECTION - 1 : THE INSTITUTION

ORIGIN :

The origin of the West Guwahati Commerce College dates back to the year 1992m when a prominent citizen of the locality namely Dr. Binoy Kr. Tamuly mooted the idea of establishing an ideal commerce college in the Maligaon Gotanagar locality with a view to cater to the academic need of the local students.

Accordingly, on 17-05-1992 a public meeting was held at Gotanagar Nambari High School premises under the Presidentship of Late Dr. Minadhar Borthakur, Secretary Dulal Ch. Das and Treasurer Sri Tarun Ch. Baruah. The idea of establishing a commerce college in this locality was highly appreciated by everyone present in the meeting because of the ever increasing demand of a Commerce College for the local youths. Accordingly, it was resolved in the same meeting that an ideal commerce college be established in the West Guwahati locality to cater to the need of the local youths with the active participation and co-operation of the leading citizen of the locality.

"As is rightly said, moral thoughts may take time to conceive little time to deliver", within a short period of time an institute emerged as West Guwahati Commerce College with the unified effort selfless devotion and sacrifice of the founding fathers with Late N. C. Das as the founder Principal and the team of devoted faculty members which soon flourished into a full fledged commerce college to reach to height of academic achievements.

FOUNDING FATHERS :

1. LATE MANIK BHATTACHARYA
2. LAKHIRAM CHAMUA
3. LILADHAR HAZARIKA
4. ADHIR DAS
5. LATE N. C. DAS
6. A. C. CHANDA
7. HANSA NATH SARMA

8. KRISHNA KUMAR
9. NARAYAN BHARALI
10. ANIL KUMAR
11. AJIT KUMAR DHAR
12. PRAMOD KUMAR
13. DHIRESWAR DAS
14. RANTU SARKAR

15. BIMAL MALLIK
16. ATUL RAJBONSHI
17. CHANDAN BHOWMICK
18. S. PURKAYASTHA
19. ANJU BHATTACHARYA
20. LAKHIRAM DAS
21. JYOTISH DAS

A SHORT PROFILE OF THE COLLEGE

The college is situated on the northern side of the Maligaon Over Bridge. The College is in a building away from cacophony of city, the site is very ideal for both teaching and learning in a calm, quiet and serene atmosphere. From the point of view of communication, the College is just two minute's walking distance from the city bus route, with a stoppage at Baripara. It is only about 2 Kilometers distant from Gauhati University.

OUR MOTTO :

To impart modern knowledge, developing skills, inculcating proper values of life, infusing desired attitude towards society and forming, relationship between mind and soul.

OUR MISSION :

- *To impart need based quality education to the society.*
- *To help gaining acquisition of practical skill, attitudes relating to occupation in the various organized and unorganized sectors.*
- *To build professionally qualified graduates with sound knowledge of their core discipline.*
- *To provide more relevant and career oriented courses with focus on quality and excellence.*
- *To produce work forces having self-determination and the ability to explore opportunities.*
- *To enhance self-confidence and leadership qualities of the students to face present day challenges and risks.*
- *To develop independent thinking, creativity, innovative mindset and decision taking capability.*

OUR VISION :

The vision of West.Guwahati Com. College is to proceed in a positive way towards improvement of present conventional higher education system to face the challenges of management of industries and business. The college has initiated a major programme for the next five-years to ensure that the graduates who come out after successful completion of these courses would have knowledge, skills and aptitude for gaining employment in the wage sector in general. The college has started a few self-financing courses from the session 2007-2008.

The college has introduced the system of remedial classes from the academic year 2008-2009 for the upliftment of economically disadvantaged section of the society like SC, ST, and OBC and students of economically deprived to achieve academic excellence.

OUR OBJECTIVES :

The main objectives of West Guwahati Commerce College are :-

- 1. To promote academic excellence in teaching so as to produce commerce graduates of higher standard in order to enable them to face the challenges of changing times.*
- 2. To exploit and draw out the talent and the abilities of the students and to prepare them for active life commitment with a passion for achievement.*
- 3. To help the students to develop skills of communication, self study and to analyse their own potential and caliber on the present global situation.*
- 4. To produce intellectually, morally upright and socially committed citizens by inculcating human values in the students minds through education and personal interaction with resource persons.*



SECTION II

ADMINISTRATION, MANAGEMENT & FACULTIES

GOVERNING BODY OF THE COLLEGE

President	: Sri Santanu Roy Choudhury (Associate Professor)
G.U. Representative	: Prof. A. P. Singh
G.U. Representative	: Prof. Utpal Sarma
Secretary	: Mr. Harendra Kr. Nath (Principal I/C)
Member Ex. Officio	: Mr. B. N. Dutta (Vice-Principal)
Guardian Member	: Mr. Hari Pd. Das
	: Mrs. Beauty Rajbongshi
Teacher Representative	: Mr. Sujit Nandi
	: Mrs. Elora Devi
Member, Non-Teaching Staff	: Mr. Biswajit Thakuria
Donor Member	: Late Narayan Chandra Bharali
	: Mr. Kamal Dey
Sponsoring Body Members	: Dr. Himanta Biswa Sarma, President
	: Dr. Chandra Mohan Sarma, Working President
	: Sri Santanu Roy Choudhury, Vice President
	: Mrs. Riniki Biswa Sarma, Vice President
	: Mr. Kamal Dey, Secretary
	: Mr. Harendra Kr. Nath, Joint Secretary
	: Dr. Jyotish Goswami, Treasurer
	: Mr. Ibrahim Ali
	: Mr. Barada Kanti Das
	: Mrs. Beauty Rajbongshi
	: Mr. Dulal Bharali
	: Mr. Pradip Roy
	: Mrs. Junu Kumari

1. Academic Committee	: Mr. Bhabananda Dutta	(Convener)
	: Mr. Sujit Nandi	(Member)
	: Mrs. Sanchita Roy	(Member)
	: Mrs. Elora Devi	(Member)
	: Dr. Namita Sarma	(Member)
	: Dr. Iva Devi	(Member)
	: Dr. Raktima Hujuri	(Member)
	: Mr. Ranjit Das	(Member)

ADMINISTRATION, MANAGEMENT & FACULTIES

2. Examination Committee

Degree Section

: Mr. Bhabananda Dutta (Convener)
: Mr. Sujit Nandi (Member)
: Mr. Biswajit Thakuria (Member)

H. S. Section

: Mr. Bhabananda Dutta (Convener)
: Mrs. Sanchita Roy (Member)
: Mr. Biswajit Thakuria (Member)

3. Prospectus Committee

: Mr. Sujit Nandi (Convener)
: Mrs. Sanchita Roy (Member)
: Mrs. Elora Devi (Member)
: Mr. Ranjit Das (Member)
: Mr. Dipak Jain (Member)
: Mr. Jyotirmoy Goswami (Member)

4. Disciplinary Committee

: Dr. Raktima Hujuri (Convener)
: Mr. Bhabananda Dutta (Member)
: Mrs. Elora Devi (Member)
: Mr. Ranjit Das (Member)
: Mrs. Sanchita Roy (Member)

5. Campus Cleaning Committee

: NSS Units

6. Web upto Date Committee

: Mr. Ranjit Das (Convener)
: Mr. Dipak Jain (Member)
: Mr. Biswajit Thakuria (Member)
: Mr. Subrata Bhowmick (Member)

7. College Magazine Committee

: Dr. Raktima Hujuri (Convener)
: Mrs. Elora Devi (Member)
: Miss. Usha Kumari (Member)
: Miss. Manashi Bhattacharjee (Member)
: Mrs. Dharitri Barman (Member)

8. Sports Committee

: Mr. Paragjyoti Kalita (Convener)
: Mr. Ranjit Das (Member)
: Mr. Jyotirmoy Goswami (Member)
: Mr. Bijoy Kumar (Member)
: Mr. Dipak Jain (Member)

9. Cultural Committee

: Dr. Namita Sarma (Convener)
: Mrs. Elora Devi (Member)
: Mrs. Sanchita Roy (Member)
: Mr. Ranjit Das (Member)
: Mrs. Madhumita Devi (Member)

ADMINISTRATION, MANAGEMENT & FACULTIES

PRINCIPAL & ALL COMMITTEES PRESIDENTS

10. Uniform Committee

- : Mr. Ranjit Das (Convener)
- : Mr. Bhabananda Dutta (Member)
- : Mr. Sujit Nandi (Member)
- : Mr. Dipak Jain (Member)

11. Student Welfare Committee

- : Mr. Ranjit Das (Convener)
- : Mr. Dipak Jain (Member)
- : Mr. Jyotirmoy Goswami (Member)
- : Mr. Bijay Kumar (Member)
- : Mr. Parag Kalita (Member)
- : Mrs. Madhumita Devi (Member)

12. Woman Cell Committee

- : Dr. Namita Sarma (Convener)
- : Dr. Raktima Hujuri (Member)
- : Mrs. Sanchita Roy (Member)
- : Mrs. Elora Devi (Member)
- : Mrs. Rajashree Deka (Member)
- : Miss Usha Kumari (Member)

14. Canteen Supervisor Committee

- : Mrs. Sanchita Roy
- : Mr. Ranjit Das

15. Library Supervisor Committee

- : Mr. Sujit Nandi
- : Mr. Dipak Jain
- : Mr. Jyotirmoy Goswami

16. Admission Committees for H. S. and Three-Year Degree Course :

Sl. No.	Higher Secondary Section	Sl. No.	Third Year Degree Course Section
01.	Ms. Elora Devi	01.	Mrs. Sanchita Roy
02.	Mr. Sujit Nandi	02.	Mr. Ranjit Das
03.	Dr. Namita Sarma	03.	Dr. Raktima Hujuri
04.	Dr. Iva Devi	04.	Mr. I. Das
05.	Mr. Dipak Jain	05.	Mrs. Madhusmita Devi
06.	Mr. J. Goswami	06.	Miss Usha Kumari
07.	Mr. P. Kalita	07.	Miss Manashi Bhattacharjee
08.	Dr. R. Deka	08.	Mr. Subrata Bhowmick
	OFFICE STAFF		
01.	Mr. Manika Kumari (Office)		OFFICE STAFF
02.	Mr. Hirakjyoti Talukdar (Office)	01.	Mr. Himjyoti Kumar (Office)
03.	Mr. Anil Barman (Grade IV)	02.	Mr. Mridul Kalita (Office)
04.	Mr. Gopeswar Das (Grade IV)	03.	Mr. Chanakya Kumar
		04.	Mrs. I. Kumari

FACILITIES AVAILABLE IN THE COLLEGE

COLLEGE LIBRARY AND READING ROOM

The College library is gradually, being built up for the benefit of the students with the help of a few publishers and donors. The College subscribes few daily newspapers and magazines. Students may borrow books from the library against their Library Cards. They may read various newspapers and journals in the reading room of the library. There is a book bank facility meant for the poor and needy students.

CANTEEN

The College canteen provides refreshments for the staff and students at a reasonable rate in a hygienic environment.

DRINKING WATER

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

COMPLAINTS-CUM SUGGESTIONS

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

AUDITORIUM

There is a well equipped fully Air-conditioned public auditorium adjacent to the college campus with a sitting capacity of 500 named "Karmashree Hiteswar Saikia Auditorium".

PARKING

There are parking sheds for vehicles inside the college campus.

NSS

The N. S. S. unit of the college was brought into existence in the year 2007. Series of programmes are being organised by the unit till date and many of our volunteers participated in large numbers in state and national level camps.

NEEDS & IMPORTANCE OF CAREER ORIENTED COURSE

Indian higher education should provide skilled human power which is confident, flexible and has the knowledge and technical skill needed to face the challenge of the social and economic realities of the twenty first century.

The younger generation, having commitment, confidence and creativity, must choose career oriented courses like Travel & Tourism, Entrepreneurship development and various I.T. (Computer) courses, which has immense scope for employment. College is interested to open few self-financing courses to achieves the objectives and goals and focus on redesigning the existing education system to meet the challenges of globalisation.

ENTREPRENEURSHIP DEVELOPMENT COURSE

The college has decided to introduce several Entrepreneurship development programmes in the coming days. The college will start training for all the interested students who are keen to stand on their own feet. The students are usually seen to run from pillar to post in search of a job. We want to make sure that our students are freed the trouble of finding a job. The session would equip the students with the zeal to do something different.

AWARDS / ACCOLADES

- i) Students obtaining any rank in the H.S. Final Exam will be awarded with Rs. 50,000/- (Fifty thousand)
- ii) Students securing highest marks in any subject will be awarded with Rs. 10,000/- (Ten thousand)
- iii) Students securing ten (10) points in degree level, will be awarded with Rs. 10,000/- (Ten thousand)



SECTION - III : ADMISSION PROCEDURE & OTHERS

1. Admission into the college is made strictly in order of merit and is governed by the college admission rules.
2. No application form will be accepted after the last date as notified and all incomplete application forms will stand automatically rejected.
3. The college follows the Reservation policy of the Government and the segregation of seats as per quota are : SC - 7%, ST (Hills) - 5%, ST (Plains) - 10% OBC / MOBC - 15%, Physically Disabled - 2%, Extra Curricular Activities - 2%, Freedom Fighter - 2%.
4. A student has to produce the following documents at the time of interview :
 - i. Original Mark Sheet of last examination passed.
 - ii. Original Certificate from the head of the Institution last attended.
 - iii. Passport size Photograph (2 copies)
 - iv) Migration Transfer Certificate as the case may be.
 - v) SC / ST / OBC / MOBC Certificate.
 - vi) Certificate of proficiency in Co-curricular and Extra Curricular activities as the case may be.
 - vii) Proof of Age (HSLC Admit Card / Certificate).

COURSES OF STUDY :

Regular Courses :

a) H. S. Commerce; b) T. D. C Commerce

Regular Courses :

Higher Secondary (as per AHSEC)

In the Commerce Stream of Higher Secondary Level, students may offer two optional subjects out of which the second one in which the student secure lesser marks automatically becomes the fourth subject.

STREAM	CORE SUBJECTS	ADDL. ELECTIVE (ANY ONE)	COMPULSORY SUBJECTS
H. S. Commerce	1. English 2. M. I. L. (Assamese/Bengali/Hindi/Bodo/Alternative English) 3. Economics 4. Env. Sc. (H.S. 1st Yr. only)	1. Commercial Mathematics and Statistics 2. Banking	1. Accountancy 2. Business Studies

SECTION - IV : PERMANENT AND PART-TIME

B. com. (Hons.): Three-Year (6 – Semester) CBCS Programme

COURSE STRUCTURE

SEMESTER I

BCM-AE-1014	Business Communication (English/Hindi/MIL)	Ability-Enhancement Company Course (AECC)-1
COM-HC-1026 COM-HC-1036	Financial Accounting Business Law	Core Course C-1 Core Course C-2
COM-GE-1046(A) COM-GE-1046(B)	Any one of the following Micro Economics Investing in stock market	Generic Elective (GE)-1 Generic Elective (GE)-1

SEMESTER II

ENV-AE-2014	Environmental Studies	Ability-Enhancement Compulsory course (AECC)-2
COM-HC-2026 COM-HC-2036	Corporate Accounting Corporate Laws	Core Course C-3 Core Course C-4
COM-GE-2046(A) COM-GE-2046(B)	Macro Economics Insurance & Risk Management	Any one of the following Generic Elective (GE)-2 Generic Elective (GE)-2

SEMESTER III

COM-HC-3016 COM-HC-3026 COM-HC-3036	Computer Applications in business Income-tax Law and Practice Management Principles and Applications	Core Course C-5 Core Course C-6 Core Course C-7
COM-GE-3046 COM-GE-3046	Any one of the following (A) Business Studies/Generic Elective (GE)-3 (B) Operation Research in Business	
COM-SEC-HC-3054 COM-SEC-HC-3054	Any one of the following (A) Entrepreneurship/ Skill-Enhancement Elective (B) New Venture Planning Course (SEC)-1	

SEMESTER IV

COM-HC-4016 COM-HC-4026 COM-HC-4036	Cost Accounting Business Mathematics Human Resource Management	Core Course C-8 Core Course C-9 Core Course C-10
COM-GE-4046 COM-GE-4046	Any one of the following (A) Indian Economic/Generic Elective (GE)-4 (B) Micro Finance	
COM-SEC-HC-4054 COM-SEC-HC-4054	Any one of the following (A) E-Commerce/Skill-Enhancement Elective (B) E-Filing of Returns Course (SEC)-2	

SEMESTER V

COM-HC-5016 COM-HC-5026	Principles of Marketing Fundamentals of Financial Management DSE-1(Any one of Group A other than the subject Discipline Specific Selected under DES-2) Elective (DSE)-1 DSE-2(Any one of Group A other than the subject Discipline Specific under DES-1) Elective (DSE)-2 Discipline Specific Elective (DSE)	Course C-11 Core Course C-12
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SECTION - IV : PERMANENT AND PART-TIME

Group A

COM-DSE-HC-5036 (A)	Management Accounting
COM-DSE-HC-5036 (B)	Advanced Financial Accounting
COM-DSE-HC-5036 (C)	Advertising
COM-DSE-HC-5036 (D)	Banking
COM-DSE-HC-5036 (E)	Computerised Accounting System
COM-DSE-HC-5036 (F)	Indian Financial System

SEMESTER VI

COM-HC-6016	Auditing and Corporate Governance	Core course C-13
COM-HC-6026	Indirect Tax Laws	Core Course C-14
	DSE-3 (Any one of Group B other than the subject under DSE-4) Elective (DSE)-3	Discipline Specific Selected
DSE-4	(Any one of Group B other than the subject Selected under DSE-3) Elective (DSE)-4	Discipline Specific
	Discipline Specific Elective (DSE)	

GROUP B

COM-DSE-HC-6036(A)	Fundamentals of Investment
COM-DSE-HC-6036(B)	Consumer Affairs and Customer Care
COM-DSE-HC-6036(C)	Advanced Corporate Accounting
COM-DSE-HC-6036(D)	International Business
COM-DSE-HC-6036(E)	Industrial Relations and Labour Laws
COM-DSE-HC-6036(F)	Business Research Methods and Project Work

FEE STRUCTURE FOR HIGHER SECONDARY

Sl. No.	Particulars of the Fees	H.S. 1st Year	H.S. 2nd Year	Remarks
1.	Admission Fees	250	250	
2.	College Examination Fees	250	250	
3.	Library Fees	220	220	
4.	Students Welfare fund	70	70	
5.	Electric Charge	170	170	
6.	Academic Development Fund	1000	2000	
7.	Repairs & Maintainance	150	150	
8.	College Magazine	150	150	
9.	College Building Fees	3000	3000	
10.	Students Fund -			
	a) Fresher's Social	100	100	
	b) Saraswati Puza	60	60	
	c) Games & Sports	70	80	
11.	Corpus fund	150	150	
12.	Extension Education (N'ss/Ncc)	50	50	
13.	Library Cards	60	50	
15.	Tuition Fees	600	600	
16.	Identity Card	50	50	
17.	Enrolment Fees	25	---	
18.	Registration	75	---	
19.	Project Work	250	250	
TOTAL		6750	7650	

OTHER DUES

1.	Late Admission Fees	Rs. 2000.00
2.	Transfer Fees	Rs. 3000.00
3.	Pass Certificate	Rs. 100.00
4.	Duplicate Identity Card	Rs. 50.00
5.	Admission Form & Prospectus	Rs. 300.00
6.	Eligibility Criteria Fee (Other than SEBA)	Rs. 300.00

N. B. : a) Fees related to H.S. Council will be charged as per their notification.
b) Casual Admission Fees H. S. Rs. 1200.00

OTHER DUES

1. Transfer Fees	Rs. 3000.00	3. Duplicate Identity Card	Rs. 50.00
2. Pass Certificate	Rs. 100.00		

ELIGIBILITY CERTIFICATE FEE (G.U.)

Migration Fee collect at the time of registration & original M/c submit as per G. U. Rules.

N. B. : a) Major Fee, Late fine, students must obtain receipt for all payment of dues from the office. They cannot claim payment of

dues without showing the original receipt of payment.

b) Fees related to University / H.S. Council will be charged as per their notification.

c) Computer Education Fee will be extra and will be notified at the time of admission.

d) B. Com Casual Admission Fees Rs. 1500.00.

e) G.U. Registration and Exam. Fees Form Fill-up online by students.

f) Collage uniform cloth will be purchased after the admission with Rs. 1350

in collage office.

COLLEGE DISCIPLINE AND RULES

SOME IMPORTANT INSTRUCTIONS :

1. *Maintenance of strict discipline and proper decorum is emphasized.*
2. *Familiarize yourself with all College Rules as notified from time to time.*
3. *Be regular in attending your classes. A lesson missed is missed forever.*
4. *Look up the Notice Board daily as soon as you come to and before you leave the college.*
5. *Get Cash Receipt for all amounts paid in the College Office.*
6. *Observe silence and maintain decorum whenever inside the college premises.*
7. *Use college property with utmost care and do not temper with electrical and other fittings. Help to keep College premises clean and healthy.*
8. *Smoking inside the college premises is strictly prohibited.*
9. *Park your bicycle, scooter and car in the College Parking only.*
10. *Avoid trespassing and plucking of flowers.*
11. *It is expected that students show their obedience and respect to their teachers and senior.*
12. *Guardians shall be apprised of the progress of their wards time to time or whenever necessity arises.*
13. *It is desirable that the guardians/parents should visit the college during working hours for enquiry about their wards, their regularity in attendance, college examination and home assignments.*
14. *Do not move in the corridors and verandahs when classes are on. Any student found loitering around the verandahs without any valid reason will have to face strict disciplinary action.*
15. *Maintain the sanctity of the library with silence and a decent and helpful conduct.*
16. *Keep your college clean.*
17. *Chewing of betelnut, taking pan masala, chewing gum etc. inside the College Campus is strictly prohibited.*
18. *Do not use mobile phone inside the classroom on the verandahs of the college. Improper use of mobile phone within the college premises will be severely dealt with. In matters of discipline, the Principal of the college is vested with all powers to take any action against indiscipline. The action of the Principal shall be final and binding.*
19. *DO NOT SPIT ON THE WALLS AND IN THE CLASSROOMS< DO NOT WRITE OR STICK ANYTHING ON THE WALLS OR DESKS AND BENCHES. Anyone caught red-handed will be punished.*
20. *Mask, Hand Wash and Sanitizer Compulsary before entering college campus*

TRANSFER :

Normally, no transfer is permissible during the mid session of the college. However, under special circumstances the Principal may consider the individual case at his discretion. Once admitted there is no provision of return of fees paid

CASUAL ADMISSION :

Admission for casual students will start from 1st of October to 31st October.

ACADEMIC SESSION :

Academic session starts in May, 2021 and ends in April, 2022. The Higher Secondary Council and Gauhati University announce and publish the Annual Academic Calendar respectively which are strictly followed by the college.

COLLEGE DRESS :

All students are directed to wear College Uniform. No other forms of dresses are allowed for student in College premises.

COLLEGE DISCIPLINE AND RULES

For BOYS : White Shirt

Grey Pant

For GIRLS : White Salwar

Violet-White Check Kamiz

White Dupatta

SWEATER : Navy Blue for Boys and Girls

RULES RELATING TO COLLEGE INTERNAL EXAMINATION :

All terminal, Unit, Half-Yearly, Annual and Test Examinations conducted by the college are compulsory for all regular students. Credit is given on performances in these examinations for promotion as well as for appearing in the Final Examination conducted by the Council / University.

ADMISSION REQUIREMENTS :

Students seeking admission in the college must apply in prescribed form supported by the following documents :

- i) Certificate of the last Examination passed; (Provincial / Board / University)*
- ii) Testimonial from the Head Master / Principal of the last attended institution regarding conduct and proficiency.*
- iii) Mark Sheet of the last examination passed and*
- iv) Registration Certificate.*

FREE EDUCATION :

- i) We do consider relaxation of fees for poor-cum-meritorious students.*
- ii) Re. 1 as admission fee for meritorious students (85% or above marks) for State Board and 90% or above marks in case of CBSE Board.*

REGISTRATION & MIGRATION :

Students Must register their names either in the Higher Secondary Education Council, Assam or Gauhati University on payment of prescribed fees. Students from others Board / Universities shall have to produce Migration form accompanied by Registration form at the time of admission.

ATTENDANCE :

Students are required to attend the classes as per timetable regularly and punctually; late comers may not be allowed to enter the classroom, depending upon the discretion of the class teacher. Absence in the lectures shall be considered as serious breach of college discipline. As per University norms, each student is required to attend at least 75% (Percent) lectures delivered in an academic year in each subject

- a) Students who fail to attend 75% (percent) of the lectures delivered in a session shall not be eligible to sit for the University Examination as regular candidate.*
- b) Students having attended at least 50-75% lectures in each subject shall be treated as non-collegiate candidate. These students shall have to pay non-collegiate fines for enrolment in the respective examination.*
- c) Students having attendance less than 50% of the total lectures delivered in a session shall be considered as discollegiate candidate, and shall not be eligible to appear in the respective final examination of the Council/University.*

MIGRATION AND ELIGIBILITY CERTIFICATE :

Students from other Board or University other than SEBA or AHSEC shall have to produce Migration certificate at the time of admission. They must obtain eligibility certificate from AHSEC and representative Board

SECTION - IV : PERMANENT AND PART-TIME

PRESENT FACULTY MEMBERS

Sl No.	Department	Faculty
01.	ACCOUNTANCY	Sujit Nandi (HOD) Dr. Prateeksha Barman Dr. Rajashree Deka Dipak Jain Sabita Bhagwati
02.	MANAGEMENT	Dr. Iva Devi (HOD) Ranjit Das Lakhyadhar Das Tripti Haloi Biswajit Roy
03.	FINANCE	Harendra Kumar Nath (HOD) Jyotirmoy Goswami R. Kedia Parag Kalita Madhusmita Devi
04.	MATHEMATICS	Bhabananda Dutta (HOD) & VP Bijoy Kumar
05.	ECONOMICS	Sanchita Roy (HOD) Dr. Namita Sarma Chandan Paraswar
06.	ENGLISH	Dr. Raktima Hujuri (HOD) Kakali Das
07.	ASSAMESE (MIL)	Elora Devi (HOD, MIL Deptt.)
08.	BENGALI (MIL)	Manashi Bhattacharjee
09.	HINDI (MIL)	Usha Kumari
10.	INFORMATION TECHNOLOGY/EVS	Subrata Bhowmick

SECTION - V : OUR PRIDE

H. S. FINAL SECTION OF 2016-17 & 2017-18 :

West Guwahati Commerce College family is happy and proud to announce that the following candidates had secured Star Marks in H. S. Final Examination.

Roll	No.	Name	Marks
0569	30151	Moumita Ghosh	426
"	30153	Parmita Dey	405
"	30144	Loni Barman	404
"	30014	Amzed Ansari	395
"	30149	Maneesha Gupta	395
"	30130	Beauty Kakati	392
"	30172	Shryashi Barman	386
"	30156	Tirtha Sen	384
"	30085	Rabi Gupta	383
"	30157	Priya Mandal	381
"	30158	Priyanka Dey	381
"	30007	Alakesh Das	375
"	30141	Julee Baishya	375
0471	100	Sushil Barma	403
	168	Nandi Kalu Rani	394
	152	Rimi Chakraborty	379

SECTION - VI : SALIENT FEATURES

1. The classes of odd semester be commenced from as per Govt. SOP
2. Annual College Week be held within the month of February, 2022
3. Publication of College Magazine be made before the College Week.
4. H.S. 1st Year and 2nd Year Test Examination will be held from 2nd or 3rd week of December, 2022.
5. The whole college campus is under the CCTV Surveillance.

NOTE :

1. In the event of any change in the Holidays mentioned in the Academic Calender, the University holiday list be followed.
2. During evaluation period the Principal will release the examiners engaged for evaluation and after completion of the evaluation work the Zonal Officer concerned shall issue a release order which is to be submitted to the respective principals.
3. The examiners engaged in evaluation duties must complete his / her assigned duties within the stipulated period, failing which his / her name will be reported to the appropriated authority for necessary actions.

PRESENT OFFICE STAFF

Library Staff	1. Sukumar Deb Nath	(Librarian)
Office Staff	1. Biswajit Thakuria	(UDA)
	2. Monika Kumari	(LDA)
	3. Mridul Kalita	(LDA)
	4. Himjyoti Kumar	(LDA)
	5. Hirakjyoti Talukdar	(LDA)
	6. Montu Kr. Roy	(Gr. IV)
	7. Anil Barman	(Gr. IV)
	8. Gopeswar Das	(Gr. IV)
	9. Ikon Kumari	(Gr. IV)
	10. Chanakya Pd. Kumar	(Gr. IV)
	11. Dilip Basfore	(Cleaner)



College Teachers



Office Staff



Exam Control Deptt.



College Library Staff



College Week Programme



International Women's Day



Annual Sports Volleyball Team