



WEST GUWAHATI COMMERCE SENIOR SECONDARY SCHOOL

(AHSEC RECOGNISED)

YEAR OF ESTABLISHMENT: 1992

PROSPECTUS

SESSION : 2025-2026



PANDAV NAGAR, BORIPARA, MALIGAON, GUWAHATI-781012



westguwahatcommercecollege.ac.in



wgcc1992@gmail.com



70352-63529, 96137-55982

ওৱেষ্ট গুৱাহাটী কমাৰ্চ কলেজ সংগীত

অ' বাণিজ্য সংগী আমাৰ
আজীৱন সহচৰ
প্ৰসাৰিত দুই হাতেৰে কৰিলা
পৃথিৱীখনকে ঘৰ।

মহানগৰৰ ৰিক্ত প্ৰান্ত
আছিল কাতৰ স্তম্ভ
তাৰেই বুকুতে জগালা তুমিয়ে
উদাৰ আকুল ছন্দ;

মুক্ত দীপ্ত অন্তৰীক্ষ
মুক্ত অবাক মহাবিশ্ব
ক্ষিপ্ৰ জীৱন আন্দোলিত
প্ৰতিজন সহোদৰ।

অ' বাণিজ্য বঢ়ালা তুমিয়ে
জীৱনৰ পৰিসীমা
এন্ধাৰ বিনাশি উজলি উঠিল
শত হৃদয়ৰ শিখা;
প্ৰজ্ঞা প্ৰদীপ সন্দীপিত
মহা-আনন্দৰ সুধাৰে উথলে
বিশ্ব-চৰাচৰ।

কথা : ড॰ বিৰিঞ্চি কুমাৰ মেধি
সুৰ : দামোদৰ শৰ্মা

From Principal's Desk



West Guwahati Commerce Senior Secondary School run in private mode, previously known as West Guwahati Junior College, is historically an integral part of West Guwahati Commerce College since its inception. This school is managed by the Governing Body of West Guwahati Commerce College and the principal of the college serves as the honorary Principal of the school. Though the staff of the school belongs mostly to West Guwahati Commerce College which was provincialised in 2021, due to their experiences in teaching in both H.S and Degree level they are equipped with adequate knowledge and sufficient training to teach and guide the students in achieving their goals. The main objective of the school is to create a strong platform which catapults to the needs of the students as well as the society in a fast changing scenario of the world by providing equal opportunity to each and every student irrespective of their educational and economic background and irrespective of their class, creed and religion.

As a principal of the school I am committed to provide all possible facilities, better teaching and prompt response in solving any kind of issue. I am committed to be someone in shaping the dreams seen by every child and helping them in making their dreams come true. I hope that more and more students will rush for admission in this school without least hesitation on quality issues and get the fragrance of teaching-learning in a joyful environment.

A handwritten signature in black ink, appearing to read 'Dipen'.

Dr. Dipen Bezbaruah
Principal

PROSPECTUS COMMITTEE 2025-2026



**Left : Mr. Hirakjyoti Talukdar (Assistant), Mr. Jyotirmoy Goswami (Asst. Prof. & Academic In-Charge)
Dr. Dipen Bezbaruah (Principal), Ms. Manashi Bhattecherjee (Asst. Prof.)**



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A BRIEF OVERVIEW OF THE SCHOOL

The origin of West Guwahati Commerce Senior Secondary School dates back to the year 1992 when prominent academician and visionary Dr. Binoy Kr. Tamuli propounded the idea of establishing an ideal commerce college in the Maligaon locality to cater to the essential need of commerce education in the greater west guwahati area. Accordingly, on the 17th May 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. It was resolved in the meeting that an ideal commerce college needs to be established in the West Guwahati locality with active participation and co-operation of the concerned public of the locality. Hence, the college owes its beginning to a well-thought public initiative from across various sections of people in order to make commerce education accessible and affordable for all. In 2021 the U.G. section of the college was provincilised and the H.S. section remained as West Guwahati Commerce College as a private Institute. Letter the Institute was renamed as West Guwahati Commerce Senior Secondary School.

From a humble foundation, the school has forged ahead with innovation and cutting-edge academic developments. Within a short period of time the institute emerged as a prominent flnstitution for Higher Secondary Education with the unified effort, devotion and sacrifice of the founders with Late N.C das the founder Principal and a team of devoted faculty members, dedicated non teaching staff and a band of well wishers.

PIONEERS OF W.G.C.S.S.S.

- | | |
|----------------------------|-----------------------|
| 1. LATE MANIK BHATTACHARYA | 12. PRAMOD KUMAR |
| 2. LAKHIRAM CHAMUA | 13. DHIRESWAR DAS |
| 3. LILADHAR HAZARIKA | 14. RANTU SARKAR |
| 4. ADHIR DAS | 15. BIMAL MALLIK |
| 5. LATE N. C. DAS | 16. ATUL RAJBONSHI |
| 6. A. C. CHANDA | 17. CHANDAN BHOWMICK |
| 7. HANSA NATH SARMA | 18. S. PURKAYASTHA |
| 8. KRISHNA KUMAR | 19. ANJU BHATTACHARYA |
| 9. NARAYAN BHARALI | 20. LAKHIRAM DAS |
| 10. ANIL KUMAR | 21. JYOTISH DAS |
| 11. AJIT KUMAR DHAR | |

A GLIMPSE OF THE SCHOOL

The West Guwahati Commerce Senior Secondary School is located on the northern side of Maligaon flyover and it is away from the cacophony of city. It is strategically situated to offer a conducive environment for academic pursuits. The serene environment makes this location perfect for educational activities. Its tranquility enhances the learning experience and provides an ideal setting for teaching. Students and educators alike benefit from the peaceful surroundings, fostering a conducive atmosphere for both teaching and learning. From a communication perspective, the college is conveniently located just two minutes away from the Boripara bus stand. The college is also situated approximately 2 kilometers away from Gauhati University.

OUR MOTTO:

“ Be educated, be empowered, be the change ”

OUR VISION:

To Empower every student to reach their full potential and become life long learners and a social well-being.

OUR MISSION:

- 1. To nurture talent.**
- 2. To provide a platform for academic and career opportunities.**
- 3. To provide quality education tailored to the needs of society.**
- 4. To facilitate the acquisition of practical skills and relevant attitudes for diverse professional sectors.**
- 5. To cultivate highly skilled graduates with a robust understanding of their fields, foster excellence in their chosen disciplines.**
- 6. To enhance student's self-confidence and leadership qualities in order to tackle contemporary challenges and risks.**
- 7. To foster independent thinking, creativity, an innovative mindset, and the ability to make decision.**

ADMINISTRATION & MANAGEMENT

GOVERNING BODY OF THE SCHOOL

President	: Dr. Jyotish Goswami
Secretary	: Dr. Dipen Bezbaruah
G.U. Representative	: Prof. S.K. Mahapatra Prof. Utpal Sarma
Member Ex. Officio	: Mr. Bhaba Nanda Dutta
Guardian Member	: 1. Vacant 2. Vacant 3. Vacant
Teacher Representative	: Mrs. Elora Devi Mr. Jyotirmoy Goswami
Donor Member	: Mrs. Sikha Dey
Librarian	: Ms. Barasha Sarma
Office Representative	: Mr. Biswajit Thakuria

Facilities Available

College Library

The Library is housed in second floor building of about 6000 sq.ft. The library is serving the needs of about 1700 readers consisting of Teachers, Staff and students of Higher Secondary, B.Com and others. Its total collection of reading materials amounts to ten thousands including textbooks, general books, referencebooks, Journals etc. The collection is regularly updated with the most recent publications to offer students a wide selection of academic materials. The library is automated using the internet and the library management system KOHA.

The "Book Bank" facility where the donated books are added and there is a distinct competitive section with varied reading materials for competitive exams. The Library is expanding its access to electronic and digital resources through Digital Library (DL). The student who makes the best use of the library is also given the "BEST READER AWARD" by the institution. Circulation services, reference services, reading room services, periodicals services, OPAC services, Internet services, E-Resource services, Wi-Fi-based library and other key services are also provided by the library. In-out management system is a new addition.

Canteen

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

Drinking Water

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

Complaints cum Suggestion

Students may put their complaints and render their valuable suggestions, if any in the "Complaints Cum Suggestion" box for remedies and overall improvement of the college.

Parking

There are parking sheds for vehicle inside the college campus.

Auditorium

There is a well equipped fully air conditioned public auditorium adjacent to the college.

ICT based classroom

The college has the facility of well equipped ICT based class rooms.

Conference Hall

College has a Conference room for conducting seminars, workshops, Meetings etc.

FECILITIES



COMPUTER LAB



PAVEMENT CUM SITTING
AREA FOR STUDENTS



CANTEEN



NEWLY RENOVATED
BOYS' WASHROOM



SARASWATI IDOL ROOM



NEWLY CONSTRUCTED
OPEN STAGE



GIRLS COMMON ROOM



DRINKING WATER



BOYS COMMON ROOM



ICT ROOM



CLASS ROOM

Rules and Regulations

- ➔ Students should be regular and punctual in attending the classes and need to get involved in all extracurricular activities organized by the School.
- ➔ Students are expected to take care of the School property and help in keeping the college premises neat and clean.
- ➔ All the students are expected to wear uniform properly. Informal shirts and T-Shirts are strictly prohibited in the School campus. Girls are strictly not permitted to wear jeans and leggings
- ➔ Ensure that you obtain a cash receipt for all payments made at the School office.
- ➔ Maintain silence and observe proper decorum inside the college premises.
- ➔ Handle School property with utmost care and refrain from tampering with electrical and other fittings.
- ➔ Assist in maintaining a clean and healthy environment on campus.
- ➔ Consumption of Alcohol, Drugs, Gutka, Pan Masala and Smoking etc are banned inside the School premises. Defaulter/s shall be imposed severe penalty, even leading to the expulsion from the School .
- ➔ Spitting inside the School campus, on the wall, stairs, floor, etc. is strictly prohibited. Defaulters shall be punished severely.
- ➔ Park your bicycle, scooter, and car only in the designated School Parking area.
- ➔ Avoid trespassing and refrain from picking flowers.
- ➔ It is expected that students demonstrate obedience and respect towards their teachers, non teaching staff and seniors.
- ➔ Guardians will be regularly informed about the progress of their wards whenever necessary.
- ➔ It is advisable for guardians/parents to visit the School occasionally during working hours to inquire about their wards' attendance, School examinations, and assignments.
- ➔ Refrain from moving in the corridors and verandahs while classes are in session. Students found loitering in the verandahs without a valid reason will face strict disciplinary action.
- ➔ Respect the sanctity of the library by maintaining silence and exhibiting a decent and helpful behavior.
- ➔ The Principal reserves the right to make any changes in the rules and to frame new rules from time to time as and when required.
- ➔ Uploading of any type of videos or reels etc, in School uniform within the School premises or outside such as: parks, restaurant, inside Cinema Halls or any other public places which might defame the reputation of the School , will be considered as a legally punishable offence under section 67 IT Act 2000.

ADMISSION PROCEDURE & OTHERS

1. Admission into the school is made strictly in order of merit and is governed by the school 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. 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. Certificate of proficiency in Co-curricular and Extra Curricular activities as the case may be.
 - vi. Proof of Age (HSLC Admit Card/Certificate).
 - Vii. Bank Passbook
 - Viii. Adhar Card of the Student is compulsory
 - Ix. Pan Card
 - X. Personal Education Number (PEN)

STREAM	GROUP-A COMPULSORY	GROUP-B (MAXIMUM FOUR SUBJECTS)	GROUP-C OPTIONAL	ADDITIONAL SUBJECT COMPULSORY
H.S. 1 ST YEAR COMMERCE	SUBJECT-I (ENGLISH) SUBJECT-II (MIL / ALT ENGLISH)	(ACCOUNTANCY, BUSINESS STUDIES, ECONOMICS, FINANCE BUSINESS MATHEMATICS AND STATISTICS)	RETAIL TRADE	H.S. 1 ST YEAR : ENVIROMENTAL EDUCATION

Fees Structure for Higher Secondary Course

Sl. No.	Particulars	H.S. 1st Year	H.S. 2nd Year
1	Admission Fees	600.00	500.00
2	College Examination Fees	300.00	300.00
3	Library Fees	220.00	220.00
4	Student Welfare Fund	70.00	70.00
5	Electricity Charge	170.00	170.00
6	Academic Develop Fund	1200.00	2000.00
7	Repairs & Maintenance	150.00	150.00
8	College Magazine	150.00	150.00
9	college building fees	1000.00	1000.00
10	Freshmen Social	100.00	100.00
11	Saraswati Puja	100.00	60.00
12	Games & Sports	70.00	80.00
13	Corpus fund	150.00	150.00
14	Extension Education (NSS/NCC)	60.00	50.00
15	Library Card	60.00	50.00
16	Tution Fees	3000.00	3600.00
17	Id Card	50.00	50.00
18	Enrolmrnt Fees	100.00	
19	Registration	150.00	
20	Project Work	500.00	500.00
21	Diary	300.00	300.00
22	Campus Maintenance	100.00	100.00
Total		8600.00	9600.00

Fees will be paid on two (2) instalment. 1st instalment paid at the time of admission is Rs. 5000/- and remaining balance will have to be paid with in 3 month from the date of Admission.

TEACHING STAFF

DEPARTMENT OF ACCOUNTANCY



Mr. Sujit Nandi



Dr. Rajashree Deka (HOD)



Mr Dipak Jain



Dr. Pratiksha Barman

DEPARTMENT OF FINANCE



Mr. Harendra Kr, Nath (HOD)



Mr. Jyotirmoy Goswami



Mrs. Madhushmita Devi

DEPARTMENT OF MANAGEMENT



Dr. Iva Devi



Mr. Ranjit Das (HOD)



Mrs. Tripti Haloi



Dr. Subrata Bhowmik

DEPARTMENT OF ECONOMICS



Mrs Sanchita Choudhury



Dr. Namita Sarma (HOD)

TEACHING STAFF

DEPARTMENT OF MATHEMATICS



Mr. Bhabananda Dutta (HOD)
(Principal I/C)



Mr. Bijoy Kumar



Dr. Raktima Hujiri (HOD)



Miss Rashmirekha Barman

DEPARTMENT OF ASSAMESE



Mrs. Elora Devi (HOD)

DEPARTMENT OF HINDI



Mrs. Usha Kumari

DEPARTMENT OF BENGALI



Miss. Manashi Bhattacharjee

LIBRARY STAFF



Miss. Barasha Sarma
Librarian



Mrs. Manika Kumari
(LDA)



Chanakya Pd. Kumar
(Grade-IV)



Anil Barman
(Grade-IV)

OFFICE STAFF



Biswajit Thakuria
UDA



Mridul Kalita
(LDA)



Himjyoti Kumar
(LDA)



Hirak Jyoti Talukdar
(LDA)



Mantu Kr. Roy
Grade - IV



Gopeswar Das
(Grade-IV)

CLEANER



Dilip Basfore



Sunil Basfore

PHOTO GALLERY

