

PROSPECTUS

SESSION 2026-2027



NAAC Accredited

ওৱেষ্ট গুৱাহাটী কমাৰ্চ কলেজ WEST GUWAHATI COMMERCE COLLEGE

Affiliated to Gauhati University, Assam

Pandav Nagar, Boripara
Guwahati-781012, Assam

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ওৰেষ্ট 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 জীবন 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 ...



It is with great pride and pleasure for me that I welcome you to West Guwahati Commerce College, an institution dedicated exclusively to shaping the present and future of commerce education in Assam and beyond. Since its establishment in August 1992, the College has stood as a pillar of academic excellence, professional growth and ethical development in the field of commerce. The institution takes utmost care not in shaping the students into competent professionals and future leaders in business and economics, but the ultimate aim of the college is to transform them from a job seeker into socially and humanely responsible job creators.

I am proud enough to say that the college is equipped with two well designed RCC buildings with sufficient modern classroom facilities for the students. Both teaching and non teaching staff of the college are very experienced and student friendly. In the recent times the college has taken many measures to transform it into an institution where everyone irrespective of class, creed and religion can pursue their studies in a very joyful environment. The College can now boast of having NAAC Accreditation, well stocked library with in-out management system, smart classrooms, clean washrooms, conference halls, an open stage for cultural performances, Wi-Fi facility and many more. The college is on the verge of opening new programs, such as M.Com, BBA, BCA and B.Voc.

As a principal of the College 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 to this College without least hesitation on quality issues and get the fragrance of teaching-learning in a joyful environment.

Dr. Dipen Bezbaruah

Principal

West Guwahati Commerce College

PROSPECTUS COMMITTEE

2026-27



Seated (from left) : Dr Dipen Bezbaruah (Chairperson), Dr. Namita Sarma
Standing (from left) : Dr. Subrata Bhowmick, Ms. Barasha Sharma, Mr. Mridul Kalita



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Our Vision :

Empowering graduates with utmost integrity, adaptability and readiness to serve society while meeting the evolving demands of industries and business.



Our Mission :

To provide quality education tailored to the needs of society.

To facilitate the acquisition of practical skills and relevant attitudes for diverse professional sectors. The curriculum will cover both organized and unorganized sectors, ensuring participants are equipped with the necessary tools to excel in their chosen field.

To cultivate highly skilled graduates with a robust understanding of their fields, fostering excellence in their chosen disciplines.

To offer career-focused courses that are relevant and of high quality to nurture graduates with strong knowledge and leadership skills.

To foster independent thinking, creativity for an innovative mindset and the ability to make decision.

To provide specialized training in entrepreneurship to equip student with the necessary skills and mindset for self-employment.



Our Goals and Objectives :

The main objectives of West Guwahati Commerce College are

1. To promote academic excellence in teaching to develop commerce graduates of a higher standard, equipping them to tackle evolving challenges effectively.
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 encourage students to enhance communication, self-study and self-analysis skills to excel in today's global landscape.
4. To produce intellectually, morally upright and socially committed citizens by inculcating human values in the students mind through education and personal interaction with resource persons.



A SHORT PROFILE OF THE COLLEGE

The origin of West Guwahati Commerce College 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.

From a humble foundation, the college has forged ahead with innovation and cutting-edge academic developments. Within a short period of time the institute emerged as a prominent full fledged commerce college 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.C. :

1. Late Binoy Kumar Tamuli
2. Late Minadhar Borthakur
3. Late Naren ch. Das
4. Late Krishna Kumar
5. Late Narayan Bharali
6. Dr. Chandra Mohan Sarma
7. Late Manik Bhattacharya
8. Late Krishna Kumar
9. Bimal Mallik
10. Lakhiram Chamua
11. Late Narayan Bharali
12. Atul Rajbonshi
13. Liladhar Hazarika
14. Anil Kumar
15. Chandan Bhowmick
16. Adhir Das
17. Ajit Kumar Dhar
18. S. Purkayastha
19. Late N.C. Das
20. Pramod Kumar
21. Anju Bhattacharya
22. A.C. Chanda
23. Dhireswar Das
24. Lakhiram Das
25. Hansa Nath Sarma
26. Rantu Sarkar
27. Jyotish Das

The college 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 away from the Boripara bus stand. The college is also situated approximately 2 Kilometers away from Gauhati University.

ACADEMIC COURSE OF STUDY



Four-Year Undergraduate Programme (FYUGP)

Eligibility :

- A student has to fulfill the pre-requisites for choosing the subjects as per the guidelines of GU FYUGP to enroll into stream.
- A student can choose subjects from the pool of subjects created as per the GUFYUGP.
- A student must secure minimum 40% marks in the concerned subject that she/he opts for Major.

West Guwahati Commerce College Offer Certificate courses in -

1. Certificate Course in Basic Computer Knowledge.
2. Certificate Course in English for all competitive Examination.
3. Certificate Course in Tally Basic & GST.
4. Certificate Course in Financial Literacy-A Smart Relation with Money
5. Certificate Course in Digital Marketing.
6. Certificate Course in Corporate Social Responsibility.
7. Certificate Course in Computer & Internet Skills.
8. Certificate Course in E-Accounting.
9. Certificate Course in Accounting & Auditing.
10. Certificate Course in Understanding of Stock Market.

Courses offered under Krishna Kanta Handique State Open University (KKHSOU)

Bachelor's Degree

Assamese
English
Economics
Political Science
Philosophy
Sociology
Education
History
B. Com

Master's Degree

Assamese
English
Economics
Political Science
Philosophy
Sociology
Education
History
M. Com
MSW



Four Year Undergraduate Programme (FYUGP)

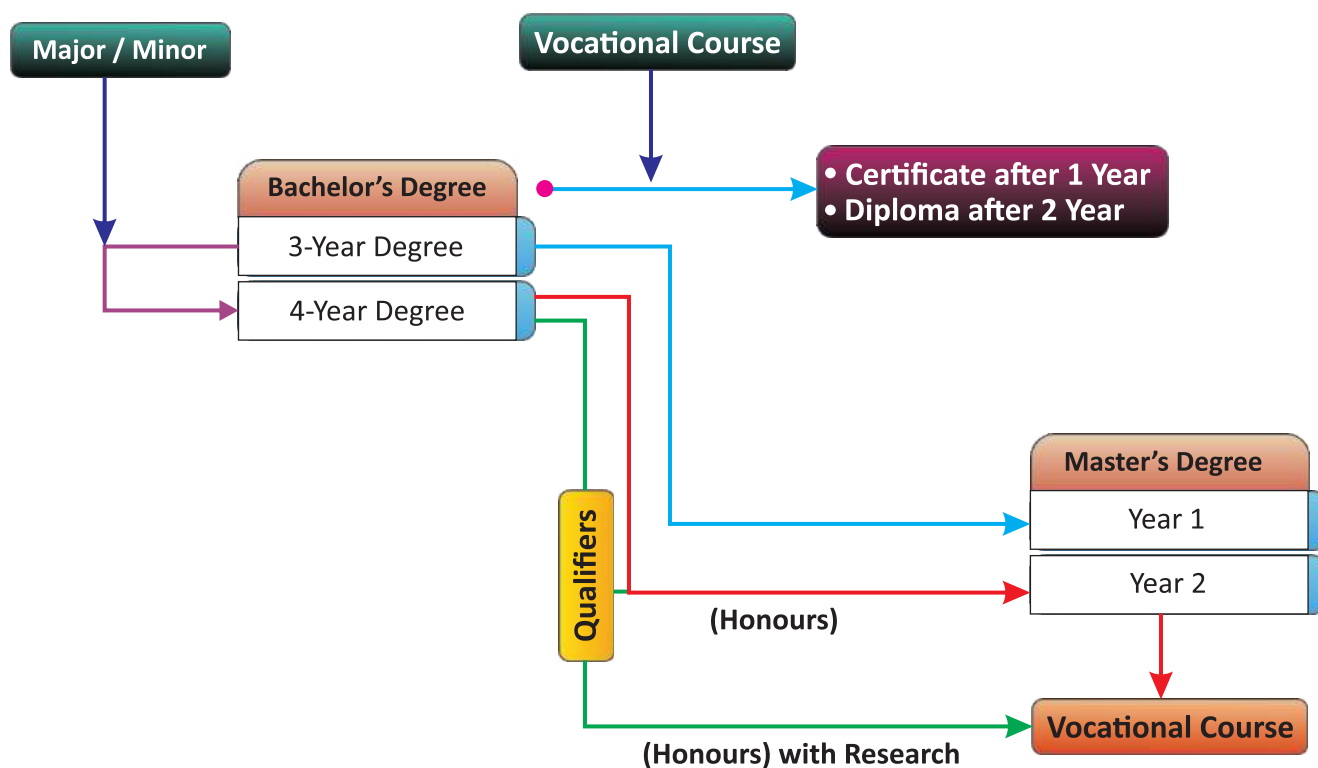
The Four - Year Undergraduate Programme (FYUGP) of Gauhati University is as per UGC's Curricular, Framework, published in November 2022.

Duration : The NEP's FYUGP is a 4-year degree programme.

Extra & Entries : In the FYUGP, one has choice to exit from the programme thrice - after one year, after two years, and after three years. If one exits the programme after one year, one gets a certificate. If one exits after two years, one gets a diploma. If one exits after three years, one gets a Bachelor's Degree. And finally if a student completes the whole 4-year, one gets a Bachelor's Degree (Honours).

Progression :

If a student complete the FYUGP after 3 years, s/he will need to take admission into the first year of a Master's programme, which is a 2-year degree programme. However, if a student fully completes an FYUGP, she/he needs to take admission into the second year of a Master's programme and needs to complete only one year to get a Master's Degree. Under CBCS, there was no such pathways.





Syllabus : To be implemented from 2025 Newly Admitted FYUGP and FYIMP : (From August 2025)

Section 1: To be implemented from 2025 Newly Admitted FYUGP:(From August 2025)

1st and 2nd Semester of all the specialisation/major -B. Com (Accountancy), B.COM(Finance), B. Com (HRM), B. Com (marketing) will be the same.
(Number in bracket); -shows credit

First Year Leading to Certificate								Total Credit
1 st Semester	Minor 1	Major 1		Multi Dis1 (3)	VAC 1 (2)	AEC 1(4)	SEC-1 (3) (Major oriented) *	20
	BCM010104: Business Organisation & Management	BCM010204: Financial Accounting		MDC010403: Business Economics	VAC011002: Environmental Studies	AEC010404: MIL-1/English (Alt)-1	SEC010303: Indian Financial System	
2 nd Semester	Minor 2	Major 2		Multi Dis2 (3)	VAC 2(2)	AEC 2(4)	SEC-2 (3) (Major oriented) *	20
	BCM020104: Corporate Accounting	BCM020204: Principles & Practice of Management		MDC020403: Business Mathematics	VAC020702 E-Commerce	Eng comm	SEC020303: Principles of Marketing	

B. Com (Accountancy)specialisation /Major

Second Year Leading to Diploma								Total Credit
3 rd Semester	Maj 3 (4)	Min 3(4)	Maj 4(4)	Multi Dis1 (3)	VAC 3(2)		SEC 3 (3)	20
	BCM030104: Advanced Financial Accounting	BCM030204: Entrepreneurship	BCM030304 : Business Laws	MDC030403: Business Statistics	VAC030602 :Business Etiquette& Soft Skill		SEC030703 :Information Technology in Business	
4 th Semester	Maj 5 (4)	Maj 6 (4)	Maj 7 (4)	Maj 8 (4)	Min 4 (4)			20
	BCM040104: Fundamentals of Financial Management	BCM040204: Cost Accounting	BCM040304 : Income Tax Laws & Practices	BCM040404: Advanced Corporate Accounting	BCM040504: Financial Market Operations			

Third Year Leading to Degree								Total Credit
5 th Semester		Maj 9 (4)	Maj 10 (4)	Maj 11 (4)	Min 5 (4)	4 credit		20
		BCM050204: Management Accounting	BCM050304: Fundamentals of Investment	BCM050404: Indirect Taxes	BCM050504: Corporate Laws	Internship: BCM050104		
6 th Semester	Maj 12 (4)	Maj 13 (4)	Maj 14(4)	Maj 15 (4)	Min 6 (4)			20
	BCM060104: International Business	BCM060204: Operations Research in Business	BCM060304: Computerised Accounting	BCM060404: Auditing & Assurance	BCM060504: Project Management			

Fourth Year B.Com with Honours-----option A							Total Credit
7 th Semester	(4)	(4)	(4)	(4)	(4)		20
	BCM070104: Quantitative methods in Business	BCM070204: Economic Legislation	BCM070304: Financial Reporting Analysis	BCM070404: Advanced Cost & Management Accountancy	BCM071104: Research Methodology		
8 th Semester	(4)	(4)	(4)	(4)	(4)		20
	BCM080104: Organisational Behaviour	BCM080204: Tax Planning	BCM080404: Entrepreneurship Management	BCM080304: Global Environmental Management	BCM080504: Seminar/ Project based Course		

Fourth Year B.Com Honours with Research-----Option B							Total Credit
7 th Semester	(4)	(4)	(4)	(4)	(4)		20
	BCM070104: Quantitative methods in Business	BCM070204: Economic Legislation	BCM070304: Financial Reporting Analysis	BCM070404: Advanced Cost & Management Accountancy	BCM071104: Research Methodology		
8 th Semester	(16)	(4)					20
	BCM080616: Dissertation	BCM080704: Seminar based Course/Presentation					
Total of 4 Year Degree Course							160

B. Com: (Finance) specialisation /Major

Second Year Leading to Diploma							Total Credit
3 rd Semester	Maj 3 (4)	Min3 (4)	Maj 4 (4)	Multi Dis1 (3)	VAC3 (2)		20
	BCM030704: Banking	BCM030204: Entrepreneurship	BCM030304: Business Laws	MDC030403: Business Statistics	VAC030602: Business Etiquette& Soft Skill	SEC 3 (3)	
4 th Semester	Maj 5 (4)	Maj 6(4)	Maj 7 (4)	Maj 8 (4)	Min 4(4)		20
	BCM040104: Fundamental of Financial Management	BCM040504: Financial Market Operations	BCM040804: Insurance	BCM040904: Cost & Management Accounting	BCM041004: Direct & Indirect Taxes		
Third Year Leading to Degree							Total Credit
5 th Semester	INT 1 (4)	Maj9 (4)	Maj 10 (4)	Maj 11 (4)	Min5 (4)		20
	BCM050104: Internship	BCM050704: Micro Finance	BCM050804: Financial Services	BCM050304: Fundamentals of Investment	BCM050504: Corporate Laws		
6 th Semester	Maj 12 (4)	Maj 13 (4)	Maj 14 (4)	Maj 15 (4)	Min 6 (4)		20
	BCM060104: International Business	BCM060204: Operations Research in Business	BCM060704: Treasury & Risk Management	BCM060804: Marketing of Services	BCM060504: Project Management		

Fourth Year B.Com with Honours—option A							Total Credit
7 th Semester	(4)	(4)	(4)	(4)	(4)		20
	BCM070104: Quantitative methods in Business	BCM070204: Economic Legislation	BCM070504: Financial Markets & Institutions	BCM070604: International Financial Management	BCM071104: Research Methodology		
8 th Semester	(4)	(4)	(4)	(4)	(4)		20
	BCM080104: Organisational Behaviour	BCM080204: Tax Planning	BCM080404: Entrepreneurship Management	BCM080304: Global Environmental Management	BCM080504: Seminar/ Project based Course		

Fourth Year B.Com Honours with Research-----Option B							Total Credit
7 th Semester	(4)	(4)	(4)	(4)	(4)		20
	BCM070104: Quantitative methods in Business	BCM070204: Economic Legislation	BCM070504: Financial Markets & Institutions	BCM070604: International Financial Management	BCM071104: Research Methodology		
8 th Semester	(16)	(4)					20
	BCM080616: Dissertation	BCM080704: Seminar based Course/Presentation					
Total of 4 Year Degree Course							160

B. Com (Human Resource Management) specialisation /Major

Second Year Leading to Diploma							Total Credit
3 rd Semester	Maj 3 (4)	Min 3 (4)	Maj 4 (4)	Multi Dis1 (3)	VAC 3(2)	SEC 3 (3)	20
	BCM030804: Human Resource Management	BCM030204: Entrepreneurship	BCM030304: Business Laws	MDC030403: Business Statistics	VAC030602: Business Etiquette & Soft Skill	SEC030703: Information Technology in Business	
4 th Semester	Maj 5 (4)	Maj 6 (4)	Maj 7 (4)	Maj8 (4)	Min 4 (4)		20
	BCM040104: Fundamentals of Financial Management	BCM040704: Labour Laws	BCM041104: Industrial Relations	BCM040904: Cost & Management Accounting	BCM041004: Direct & Indirect Taxes		

Third Year Leading to Degree							Total Credit
5 th Semester	INT 1 (4)	Maj 9 (4)	Maj 10 (4)	Maj 11 (4)	Min 5 (4)		20
	BCM050104: Internship	BCM050904: Strategic Human Resource Management	BCM051004: Labour Welfare & Social Security	BCM051104: Performance Management	BCM050504: Corporate Laws		
6 th Semester	Maj 12 (4)	Maj 13 (4)	Maj 14 (4)	Maj 15(4)	Min 6 (4)		20
	BCM060104: International Business	BCM060204: Operations Research in Business	BCM060904: Technology in Human Resource Management	BCM061004: Training & Development	BCM060504: Project Management		

Fourth Year B.Com with Honours—option A								Total Credit
7 th Semester	(4)	(4)	(4)	(4)	(4)			20
	BCM070104: Quantitative methods in Business	BCM070204: Economic Legislation	BCM070704: International Human Resource Management	BCM070804: Compensation Management	BCM071104: Research Methodology			
8 th Semester	(4)	(4)	(4)	(4)	(4)			20
	BCM080104: Organisational Behaviour	BCM080204: Tax Planning	BCM080404: Entrepreneurship Management	BCM080304: Global Environmental Management	BCM080504: Seminar/ Project based Course			

Fourth Year B.Com Honours with Research—Option B								Total Credit
7 th Semester	(4)	(4)	(4)	(4)	(4)			20
	BCM070104: Quantitative methods in Business	BCM070204: Economic Legislation	BCM070704: International Human Resource Management	BCM070804: Compensation Management	BCM071104: Research Methodology			
8 th Semester	(16)	(4)						20
	BCM080616: Dissertation	BCM080704: Seminar based Course/Presentation						
Total of 4 Year Degree Course								160

B. Com (Marketing Management) specialisation /Major

Second Year Leading to Diploma								Total Credit
3 rd Semester	Maj 3 (4)	Min3 (4)	Maj 4 (4)	Multi Dis1 (3)	VAC 3(2)		SEC 3 (3)	20
	BCM030904: Advertising	BCM030204: Entrepreneurship	BCM030304: Business Laws	MDC030403: Business Statistics	VAC030602: Business Etiquette& Soft Skill		SEC030703: Information technology in Business	
4 th Semester	Maj 5 (4)	Maj 6 (4)	Maj 7 (4)	Maj 8 (4)	Min 4 (4)			20
	BCM040104: Fundamentals of Financial Management	BCM041204: Retail Management	BCM041304: Customer Relationship Management	BCM040904: Cost & Management Accounting	BCM041004: Direct & Indirect Taxes			
Third Year Leading to Degree								Total Credit
5 th Semester	INT 1 (4)	Maj9 (4)	Maj 10(4)	Maj 11(4)	Min 5 (4)			20
	BCM050104: Internship	BCM051204: Consumer Behaviour	BCM051304: Personal Selling & Salesmanship	BCM051404: Brand Management	BCM050504: Corporate Laws			
6 th Semester	Maj 12 (4)	Maj 13 (4)	Maj 14 (4)	Maj 15 (4)	Min 5 (4)			20
	BCM060104: International Business	BCM060204: Operation Research in Business	BCM061104: Consumer Affair & Customer Care	BCM060804: Marketing of Service	BCM060504: Project Management			

Fourth Year B.Com with Honours—option A								Total Credit
7 th Semester	(4)	(4)	(4)	(4)	(4)			20
	BCM070104: Quantitative methods in Business	BCM070204: Economic Legislation	BCM070904: Marketing Policy	BCM071004: International Marketing	BCM071104: Research Methodology			
8 th Semester	(4)	(4)	(4)	(4)	(4)			20
	BCM080104: Organisational Behaviour	BCM080204: Tax Planning	BCM080404:Entre preneurship Management	BCM080304: Global Environmental Management	BCM080504: Seminar/ Project based Course			

IMPORTANT DAYS CELEBRATED BY DEPARTMENTS

DEPARTMENT	IMPORTANT DAY & DATE	
	Day	Date
Assamese	1. Silpi Divas 2. Matribhasha Divas 3. Bhupen Hazarika's Death Anniversary	17 January 21 February 5 November
Economics	1. World Economics Day 2. World Environmental Day	21st March 5th June
English	1. Folklore Day 2. World Poetry Day 3. English Language Day 4. National Read a Book Day	22nd August 21 March 23 April 6th Sept
Management	1. World Commerce Day 2. Enterprenures Day 3. World Music Day	21st August 21 June
Hindi	1. Hindi Divas 2. World Heritage Day 3. Swahid Divas	14 September 18 April 10 December
Maths	1. National Mathematics Day	22 December
Accounting	1. World accounting Day 2. Constitution Day	10th November 20th November
Finance	1. Financial Litracy Day 2. World Bank Day	28th February 4th December
Bengali	1. Rabindra Jayanti 2. World Ethnic Day	7th May 19th June
IT	1. National Science Day	28th February
Library	1. National Librarian's Day 2. World Book and copyright Day	12th August 23rd April



Admission Fee Structure

For B.COM. 1st Year

Sl. No.	HEAD	SUBHEAD	AMOUNT (Rs.)
1.	University Fee (may be different from University) (to be paid to affiliation university)	Affiliation & Inspection Fee	200
		Registration fee (For 1st Year Only)	430
		Enrollment Fee	250
2.	Infrastructure/Facility Maintenance	Renovation & Repairing of old buildings	150
		Desk Bench and College Furniture	100
		Installation and maintenance Smart Class Room	100
		Purchase and Maintenance of Computer/IT gadgets	100
		Toilet Repairing & Cleaning (Sanitation)	50
		Boys & Girls Common Room	100
		CCTV & Security	100
		Campus beautification, Gardening (Green Campus)	50
		Repairing development of internal road/communication	100
3.	Laboratory	Equipments, Chemical etc.	200
4.	Electricity	Power	500
		Generator, Fuel, Fan-Bulb Purchase & Repairing	300
5.	Library	Purchase of New Books	200
		Update of Library and Lib Software updating / Purchase and repairing furniture	150
6.	Contingency	Stationary, TA to University, Boards, Councils, DHE and Other official works	300
7.	Quality Enhancement	Academic Seminar Publication	100
		IQAC (NAAC)	150
		Faculty Development	100
		Invited Lecturer / Resources Person	100
		Skill Development and Placement	100
		Sports facility & Training	100
		Cultural Facility and Workshop	100
Infrastructure Development	100		
8.	Continuous Evaluation	Conduct of Internal Examination/Project for Internal assessment	200
9.	Disaster Management	Management of disaster/Maintenance and repairing damage caused by flood erosion storm etc.	300
10.	Student Related Fee	NCC/NSS/Scout/Red Cross	50
		Icard	50
		Magazine	200
		Union Fees	100
		Game & Sports Competition	100
		College Festival	100
		Culture & Drama and Music	100
		Debate/Quiz	100
		Student Welfare	100
		Youth Festival	100
Celebration International Day/National and State Festival	100		
11.	Research Innovation Extension & Skill Development	Research Guidance Project Preparation Field Work etc.	500
		Startup Incubation Internship	350
		Community Service etc	300
		Soft Skills for Employability & Entrepreneurship	200
TOTAL			7180

Other Fee :

1. Migration Fee : As per G.U. Rules

N.B. : Fees is subject to change as per Govt. Notification.



ADMISSION PROCEDURE

- * Admission Process will start with the registration at SAMARTH (<https://assamadmission.samarth.ac.in>)
- * Students Interested in pursuing Degree in WGC College will have to register both in SAMARTH and college Admission Portal consecutively.
- * Students have to visit portal of Directorate of Higher Education (DHE) and create a UNIQUE ID by registering in the portal which is mandatory (url: <http://dheonlineadmission.amtron.in/sp/#registration>)
- * Students also have to Sign Up in Digilocker and create the Academic Bank of Credit (ABC) ID which is mandatory.
(url: <https://digilocker.meripehchaan.gov.in/signup/>)
- * Admission to the College will be conducted on a preference basis, subject to eligibility criteria and availability of Seats.

Form Fill Up Procedure at the College level:

1. Before filling up the form please ensure that you have the following documents ready.
Passport Sized Photo (400px x 500px). Maximum Size : 300KB
Scanned copy of Signature. Maximum Size : 100KB
Scanned Copy of Marksheet of Last Examination Passed Maximum Size:500KB
Scanned Copy of HSLC Admit Card. Maximum Size : 500KB
Scanned Copy of Caste Certificate (If belong to any). Maximum Size : 500KB
2. Go to college website www.westguwahaticommercecollege.ac.in
3. Now, One Registration form will appear. (New Register/Already Registered)
4. For new user, Register the form Using Name, Contact No, E-mail ID, Password
5. Automatically OTP will be sent to the registered mobile No.
6. After verifying the OTP, Log in by using User ID and Password.
7. Now Student portal will open with various options.
8. Click Payment for Prospectus option, after making payment prospectus will be download.
9. Now Click on Admission Option.



10. Click on respective course link according to preference.
11. Now admission form will appear.
12. Red Bordered Fields are compulsory.
13. After Filling up the form click on “Review Form” button to review the form and make corrections, if any.
14. After Successful review click on “Submit” button.
15. After Submission, print the admission form and annexures for future use.

Documents to be produced at the time of Admission

1. All original Mark-sheets.
2. All original Admit Cards.
3. All original Pass certificates.
4. Original caste certificates.
5. Original Gap period certificate (if applicable)
6. Original Migration certificate (If applicable)
7. Original Income Certificate (If applicable)
8. Additional passport size photograph
9. SAMARTH Registration documents
10. ABC ID.

[Admission Procedure may be subjected to be change as per the notification given by Govt. of Assam and GU]

IMPORTANT NOTE: It is compulsory for all students to provide the contact number of their parents/guardian at the time of admission along with their email id. Contact numbers of the students must remain the same till the declaration of 6th semester result otherwise online information and process from GU may get disrupted.

STUDENTS' CODE OF CONDUCT

Attendance:

Regular attendance in all the classes is mandatory for the Students. Students having a minimum of 75% are declared as regular and are allowed to appear in Council and University exam. If a student has an attendance percentage below 75%, he/she shall be treated as non-collegiate. Moreover, a student failing to attend 60% of the total classes would be declared as dis-collegiate. If a student fails to attend classes for 25 days at a stretch from the date of commencement of classes, he/she will forfeit his/her seat.

Discipline among Students:

Students are expected to maintain a high standard of discipline in the college campus. The college authority lays down certain rules and regulations, violation of which may make a student liable for disciplinary action. Any willful damage of college property would be treated as a serious offence and stern action will be taken in this regard.



College Uniform :

Wearing of prescribed uniform in the college campus is mandatory for each and every student. A student breaking the uniform code would not be allowed to enter the college premises. It is also compulsory for each and every student to wear uniform during examinations.

College Identity Card :

Each and every student of the college is issued a non-transferable identity card and it is expected that she/he carries it at all times inside the college premises. In case the card is lost or damaged, concerned authority must be informed immediately.

College Notice Board :

Students are expected to grow the habit of reading the college notice boards regularly. Any notice that has to be circulated in the college through the notice boards must be approved by the college authority.

Ragging :

Ragging in any form inside the college and hostel premises is strictly prohibited. Students indulging in ragging will be subjected to strong disciplinary action as per the directives of the Supreme Court / High Court.

Campus Cleanliness :

It is considered to be the duty of each and every student to keep the college campus clean at all costs. Spitting, writing, and sticking anything on the walls in the college campus will be treated as a punishable offence.

Energy Conservation:

In order to conserve energy, each and every student is expected to grow and practice the habit of switching off fans and lights when not in use.

Tobacco Chewing :

Smoking or chewing of tobacco and paan in any form is strictly prohibited inside the campus.

Silent Zone:

During teaching hours all areas around classrooms shall be treated as silent zones. The authority can take action against students who create disturbance during college teaching hours.

Use of Library:

Students are expected to maintain discipline in the library and be careful in handling.

Parking Facility :

It is compulsory for all students with two-wheelers to submit the copies of their Driving license and Registration Card to the college authority failing which they will not be permitted to avail the parking facility within the college premises.

ABOUT ANTI RAGGING

Students and Parents Undertaking Affidavit In compliance of the second amendment in UGC Regulations, it is compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year. The universities and colleges are also requested to implement the revised procedure for students to file online Anti-Ragging affidavits. The student will receive an e-mail with her/his registration number. The student will forward that e-mail to the Nodal officer in her/his university/college e-mail. (Please note that the student will not receive pdf affidavits and she/he is not required to print & sign it as it used to be in the earlier case).

Link to fill out the online undertaking affidavit by students and parents:

www.antiragging.in/affidavit_registration_disclaimer.html



NARAYAN CHANDRA BHARALI LIBRARY :

The Narayan Chandra Bharali Library of West Guwahati Commerce College is a well-equipped and resourceful centre of knowledge, serving both students and faculty members.

With a collection of over 11,000+ books, the library also subscribes to various journals and magazines to support academic and research needs. It is fully automated with KOHA library management software, ensuring efficient and user-friendly services. A designated online in-out management system is in place for tracking library visitors. The library also maintains a Book Bank facility for students in need, along with bound volumes of old question papers for academic reference. Additionally, an Internet Section with a digital library system is available to enhance access to e-resources. The library has an admin of NDLI Club, encouraging reading habits and knowledge sharing among students and faculties, and is also subscribed to ONOS (One Nation One Subscription), further enriching its digital content offerings.



STUDENT SUPPORT SERVICE

Student Welfare Fund

- The economically backward students are the major beneficiaries of this fund as it includes the benefits of getting essentials like textbooks, tuition fees etc.
- Students willing to draw benefits of the scheme are required to apply to the Head of the institution and the income certificate of the parent/ guardian is to be attached alongwith the application.
- Different departments of the college also provide textbooks and other essentials to meritorious students.

Students' Union

WGC College has a Students' Union, the general body of students under the guidance and control of the college authority. As per the direction of the Lyngdoh Commission, its office bearers are elected annually through election conducted. Students of the final year are not allowed to contest in the election. Each and every student is a member of the union.

Scholarship and Incentives

Students of the college can avail the following scholarships and incentives on fulfilling the eligibility norms:

- National Scholarship
- State Merit Scholarship



- Post Matric Scholarship (for students belonging to ST, SC, OBC and MOBC categories)
- Scholarship for Minority Students
- Ishan Uday of UGC

Ramp for the Differently abled persons

The College has newly constructed a ramp for the differently abled persons to minimize the challenges they face in pursuing their college education.

Restroom for persons with disability

The College has built restroom with the required specifications for the differently -abled students so as to make the College more friendly for them.

Information and Career Guidance Cell

This cell has been actively operating in creating awareness among students regarding career opportunities, self employment, entrepreneurship development and higher study prospects outside the state. Student seminars and workshops are organized regularly. Professionals from various fields are invited to deliberate on issues relating to future prospects and placement of students. Career oriented camps are also organized at regular intervals for the degree level students.

Grievance Redressal Cell

This cell is for the benefit of the students, teachers and employees of the college to voice their grievances without hesitation regarding college activity directly to the Principal. The students also enjoy the benefits of assessing the teaching learning procedures through the mechanism of student feedback.

Internal Complaints Committee

Complaints and grievances related to sexual harassment of the employees and students inside the campus of WGC College are handled by this cell.

College Canteen

The College has canteen facility for the students, teachers and office staff that offer refreshments and healthy food items.

Wi-Fi

The College is equipped with WIFI connectivity for unlimited Internet access. The College also provides xerox facilities.

Smart Classroom

The College has the facility of smart classrooms to enhance the teaching- learning process, keeping in mind the emerging





trends in teaching and technology.

Boys' Common Room

The Boy's Common Room serves as a recreational point for the youth.

Girls' Common Room

The College is equipped with a Girls' Common Room which has indoor game facilities, periodicals and magazines. It has been renovated to accommodate more students and provide better facilities.

Innovation Council and Entrepreneurship Development

The College has an Innovation Council and Entrepreneurship Development Cell to provide opportunities for Entrepreneurship to the students. This forum facilitates the students who come up with innovative ideas with Assam Start Up so that they can start ventures of their own.

ACADEMIC AND CO-CURRICULAR ACTIVITIES

Unit Test and Sessional Examinations

Unit tests and sessional examinations will be held at regular intervals as notified in the academic calendar. Students who fail to appear in the same would be subjected to penalty which will be decided by the authority and the authority may not allow them to fill up form for examination.

Remedial classes

The departments of the college have provisions of remedial and tutorial classes for the needy students based on their performance in unit tests and sessional examinations.

Seminar and Workshops

Student centric seminars and workshops are organised on a regular basis for the benefit of students, to improve students' communication skills as well as to impart knowledge in the concerned area. The college also organises national seminars and workshops sponsored by UGC and other agencies at regular intervals. The respective topics and programmes for the students by the departments are mentioned in the prospectus itself.





Wall Magazine

A number of wall magazines have been introduced in course of time by the college and its various departments in an effort to inculcate the habit of writing in the students. The wall magazines are issued twice in an academic year.

Peer Teaching

The departments of the College engage the students in peer-teaching activities in the feeder Schools as part of the extension and outreach programmes of the College. This helps the students in confidence building and other skills.

Annual College Week

The Annual College Week is organised every year by the college with the active initiation of the Students' Union, in order to encourage all-round development of the students. Students are encouraged to participate in sports and other co-curricular activities during this event.



National Service Scheme (NSS)

The NSS Unit of the college encourages the students to involve themselves in various social service activities and awareness programmes.





FACILITIES



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