



Admission Information Brochure  
**BCOM**  
2023-24

**S. D. Jain Girls' College**  
**Jain Temple Road Dimapur Nagaland - 797112**  
**(Arts & Commerce)**

Affiliated to Nagaland University, recognized by the UGC u/s 2.F &12.B  
Assessed and Accredited by NAAC with Grade-C  
Website: [sdjaingirlscollege.com](http://sdjaingirlscollege.com)  
Facebook page: [sdjgcdimapur \(facebook.com\)](https://www.facebook.com/sdjgcdimapur)  
Phone: 038762-230230, 232754

## **ADMISSION INFORMATION 2023-24**

Shri Digamber Jain Girls' College (SDJGC) is established and sponsored by Shri Digamber Jain Samaj, a minority socio-religious organization in Dimapur since 1993. The Samaj conceived this noble idea and started the college specifically to encourage higher education and learning amongst the girls and also as a token of this Society's sincere concern and care for women empowerment. The aim and objective of the institution is to prepare young girls as responsible citizens of tomorrow and the Management leaves no stone unturned to achieve this goal. The College strives to be an institution of excellence imparting quality education in Arts and Commerce for bachelor's degree courses under the Nagaland University.

### **ID-CARD**

A non-transferable Identity Card will be issued to each student after commencement of the classes. The card together with a recent pp size color photo containing relevant information of the card holder as furnished in the admission form. The student must always carry the Id-Card, which must be produced as and when demanded by the college authority and for availing any service, viz. attending classes, issuance of documents, form fill-up, etc.

### **LIBRARY**

The College Library houses books prescribed for under graduate courses in addition to the books for reference. We regularly enhance the quality and capacity of the library and keep adding new books as recommended by subject teachers, students and experts and other inspecting teams. Important journals and news papers are regularly subscribed to. The reading room of the Library provides adequate space for reading. It remains open during the working hours of the College. Library Card is issued to the student free of cost to enable her to borrow books from the Library subject to- the Library Rules as modified from time to time. There are 10 Computers with unlimited free (FUP) internet connection for use by students. They can get certain documents relevant to their studies printed in the Library or in the college office by paying minimal maintenance charges.

### **GAMES & SPORTS**

The College provides Table Tennis, Carom as well as Chess Boards in the Girls' Common Room on the ground floor of the building for the relaxation of the students during off periods. Annual Sports meet is held that allows the budding athletes to enjoy themselves while trying to showcase their talent.

### **ANNUAL MAGAZINE**

In order to give a platform to the creativity of the young minds, the College publishes the annual magazine, "JYOTSNA", every year for students to contribute original articles for publication and showcase their literary creativity. It highlights academic assets of the college and enlists achievements of the institution in the last academic session.

### **COLLEGE UNIFORM**

The student must wear **SKY-BLUE KAMEEJ (must be below knee length) with WHITE SALWAR (covering ankles) and WHITE DUPATTA** on all working days. A student not in proper uniform shall not be entertained for any service whatsoever on any day. She can wear any type of shoes and

socks and use handy bags of her choice with the uniform. However, loitering around in uniform or getting involved in any unhealthy activity is considered an offence to the College and, as such, the student concerned will forfeit all her claims to being a student of this institution.

### **RAGGING IS PROHIBITED**

This institution prohibits Ragging in any form as defined by the Supreme Court of India. Every student, parent / guardian must submit an anti-ragging affidavit at the time of admission.

### **ADMISSION PROCEDURE**

Admission is based purely on merit and cannot be claimed as a matter of right.

Application Form, along with information brochure for admission to various **Bachelor's Degree Programs** in Arts and Commerce (both BA and B.COM General and Honours) may be obtained from the College Office on cash payment of Rs. 200/- within 15 days from the declaration of the Result by the NBSE on first come first served basis.

### **DOCUMENTS TO BE SUBMITTED WITH THE ADMISSION FORM**

#### **One self-attested Photostat/Xerox copy each of the following:**

1. Marksheet of the HSSLC Examination.
2. Admit Card (Class-X and Class-XII)
- \* 3. HSSLC Pass Certificate or TC from the previous institution.
4. Two copies of recent (2 X 2.5 size) color photo with candidate's name and signature on the back and one photo duly pasted on the Admission Application Form.
5. Registration Card issued by the Higher Secondary School Board/Council/University.
- \* 6. Conduct/Character Certificate issued by the Head of the Institution last attended.
7. Anti Ragging Affidavit, overleaf the Form, duly signed by the candidate and the parent/guardian.
- \* 8. Residence / Domicile Certificate.
- \* 9. Caste Certificate (only for SC, ST and OBC).
- \* 10. Certificate in support of Physical Disability, if any.

*( Documents marked with asterisk( \*) can be submitted within one month of admission)*

All the original certificates must be produced for verification at the time of admission. The original Registration Card and the TC, if any, must be submitted to the College at the time of admission for submission to the University. Once admitted, the same Registration Card cannot be returned unless the student applied

for cancellation of admission within 1 month from the starting of the session.

### **HOW TO TAKE ADMISSION**

1. Fill in the particulars and attach / paste photos and documents as required.
  2. Submit the admission form for verification by the designated officials.
  3. Get the the subjects and papers confirmed. Once allotted, the subjects can not be changed after admission was confirmed.
  4. Produce the Admission Slip and pay the Fees. Keep the cash receipt to apply for scholarship under various schemes later. The College will not issue duplicate admission receipt.
- \* If one cancels admission before the start of the classes or within one month from the date of admission, refund will be made as per rules applicable to the case along with original Regd. Card, if submitted.

### **FEE STRUCTURE**

- ➔ **Total Fees payable for one semester = Rs. 12400/- (Not including university exam fees)**
- ➔ **There are no hidden costs or monthly fees to be paid later.**
- ➔ **Fees for the entire semester may be paid in full or in two installments.:**

**1<sup>st</sup> installment (Rs. 5250/-) at the time of admission/beginning of the session.**

**2<sup>nd</sup> installment (Rs. 7150/-) on or before 31<sup>st</sup> Oct.**

### **CODE OF CONDUCT**

Filling an Anti-Ragging Undertaking online is compulsory for every student. Moreover, to instill the habit of discipline and to maintain and respect the decorum and dignity of the Institution, students of the S D Jain Girls' College must abide by the following:

1. ***Silence and discipline*** must be observed in the classroom as well as in the entire campus. A student must maintain a high standard of discipline and abide by the rules and regulations of the College.
2. All courses in SDJGC are full-time courses. No student can take any other full-time course simultaneously.
3. Smoking, consumption or possession of Pan, tobacco products, alcohol, drugs, narcotics and other psychotropic substances is strictly prohibited.
4. Ragging in any form is prohibited and punishable under law.
5. No Students' Union or Association, in any form, shall be allowed to be organized without the prior approval of the College Management. Any "notice" desired to be circulated by the students anywhere

in the college premises must be with the written permission of the college authority. No student or group of students is allowed to report any matter concerning the College to any outsider without first submitting a written report to the college authority.

6. Loss of the Id-Card must be reported to the college authority immediately and the concerned student may apply for a duplicate Id-Card, as soon as possible, by paying the requisite fees and a self-attested photo.
7. The college authority reserves the right to impose fine, suspend or expel any student whose conduct is considered to be detrimental to the interest of the college.
8. Use of Mobile Phone or similar other gadgets within the class room or corridors is not allowed; any student found using such items in the class room or corridors during class hours shall be taken to task. Any mobile handset, etc, if confiscated, shall be returned only to the guardian.
9. A student must attend the classes regularly and attain 80% attendance (relaxable by 5% in case of proved medical emergency supported by medical certificate issued by the competent authority along with prescription) and must clear all internal examinations to be eligible to fill-up Form for the Final NU Semester End Examinations.
10. No application for re-evaluation of answer script/s of any internal or promotion examination shall be entertained without approval of the affiliating University.
11. Students who fail to clear the dues on time shall not be allowed to appear the examination.
12. Only a student in person can be issued any certificate after due verification of records.
13. No money shall be collected by anybody for any purpose without approval of the authority.
14. Adopting unfair means in the examinations shall invite expulsion and rustication from the college.

### **FURTHER NOTES**

- \* Avoid taking non-vegetarian items or food in the college campus.
- \* Avoid trespassing into the School or Temple building annexed to the college.
- \* Familiarize yourself with the rules, and look up the Notice Board daily as soon as you arrive.
- \* Get a cash receipt for all payments made to the College office.
- \* Don't move about in the corridors unnecessarily when other classes are going on.
- \* Maintain sanctity of the Library with quiet, decent and helpful gesture.

**NB:** Violation of any rule, unsatisfactory progress, irregular attendance, and non-clearance of college fees in time, showing discourtesy to the teachers or other staff members, etc, shall be dealt with stern disciplinary action which may lead to forced TC, debarment or expulsion from the College. Decision of the Principal is

final and binding in all academic and disciplinary matters.

#### 4. EXAMINATION, EVALUATION AND DECLARATION OF RESULTS

To be notified by the Exam Section of the University in due course of time.

#### 5. NEW FYUGP COURSE STRUCTURE

Admission will allowed as per the criteria set by the affiliating university into the FYUGP as per the National Education Policy-2020 guidelines.

**There will be five broad categories of courses/papers:**

**Major Paper :** Any one subject from Economics, Education, English, History, Political Science.

**Minor Paper :** Any one subject from Economics, Education, History, Political Science, Sociology.

**Ability Enhancement Course (AEC):** English-1, English-2, MIL-Hindi/AVLTE-1 & 2

**Multi Disciplinary Courses (MDC):** Environmental Science for Semester-1. Understanding Heritage for Semester-3. For other semesters, one subject has to be chosen from the suggested list.

**Skill Enhancement Course (SEC):** A subject has to be chosen from the suggested pool of courses only after classes start.

### FOUR YEAR UNDER-GRADUATE PROGRAMME (FYUP) IN COMMERCE 2023

- |  |   |   |
|--|---|---|
| 1. Discipline Specific Major Core Course (C)   | : | 20 papers of 4 credit each                            |
| 2. Minor Core Course (Min)   | : | 8 papers of 4 credit each                             |
| 3. Inter Disciplinary Course (IDC)   | : | 3 papers of 3 credit each                             |
| 4. Ability Enhancement Compulsory Course (AECC)  | : | 4 papers of 2 credit each                             |
| 5. Skill Enhancement Course (SEC)  | : | 3 papers of 3 credits each<br>and 1 paper of 2 credit |
| 6. Value Added Course (VAC)  | : | 2 papers of 3 credit each<br>and 1 paper of 2 credit  |
| 7. Research Project/Dissertation (Additional three Major Core Papers of 4 credit each can be opted in lieu of Research Project). | : |   |

**FYUP in Commerce 2023**

**Semester Wise Distribution of Courses with Credit**

Sem 1	Sem 2		Sem 3		Sem 4		Sem 5		Sem 6		Sem 7		Sem 8		
	Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit	
C1	4	C3	4	C5	4	C7	4	C9	4	C12	4	C16	4	C20	4
C2	4	C4	4	C6	4	C8	4	C10	4	C13	4	C17	4	Min-8	4
Min-1	4	Min-2	4	Min-3	4	Min-4	4	C11	4	C14	4	C18	4	C21*	4
IDC1	3	IDC2	3	IDC3	3			Min-5	4	C15	4	C19	4	C22*	4
AECC1	2	AECC2	2	AECC3	2	AECC4	2	SEC4	2	Min-6	4	Min-7	4	C23*	4
SEC1	3			SEC2	3	SEC3	3	VAC3	2						
		VAC1	3			VAC2	3								
<b>Total</b>	<b>20</b>		<b>20</b>		<b>20</b>		<b>20</b>		<b>20</b>		<b>20</b>		<b>20</b>		<b>20</b>

**Note:** \* Asterisk indicates Course in lieu of Dissertation/Research Project for 12 Credits.

*NB: In case the Course Code and name of the paper for certain Semester do not match with that available on university website then the decision of the university will prevail.*

**FYUP in Commerce 2023**  
**Semester Wise Distribution of Papers with Title and Credit**

Semester-I			Semester-II		
Course Code	Title of the paper	Credit	Course Code	Title of the paper	Credit
C1	Financial Accounting	4	C3	Corporate Accounting	4
C2	Business Law	4	C4	Corporate Law	4
Min-1		4	Min-2		4
IDC-1	Environmental Studies	3	IDC-2	Basic Mathematics	3
AECC-1	English-1	2	AECC-2	MIL-1	2
SEC-1	Business Communications	3			
			VAC-1	Financial Literacy	3
Semester-III			Semester-IV		
Course Code	Title of the paper	Credit	Course Code	Title of the paper	Credit
C5	Business Statistics	4	C7	Cost Accounting	4
C6	Income Tax Law & Practice	4	C8	Indian Financial System	4
Min-3		4	Min-4		4
IDC-3	Computer Applications	3			
AECC-3	English-2	2	AECC-4	MIL-2	2
SEC-2	E-Commerce	3	SEC-3	Entrepreneurship and Startup Business	3
			VAC-2	Public Administration	3



Semester-V			Semester-VI		
Course Code	Title of the paper	Credit	Course Code	Title of the paper	Credit
C9	Management Accounting	4	C12	Goods & Services Tax and Customs Law	4
C10	Banking Theory & Practice	4	C13	Fundamentals of Insurance	4
C11	Business Organisation and Management	4	C14	Auditing	4
Min-5		4	C15	Secretarial Practice and Office Management	4
			Min-6		4
SEC-4	Cyber Sphere and Security	2			
VAC-3	Event Management	2			
Semester-VII			Semester-VIII		
Course Code	Title of the paper	Credit	Course Code	Title of the paper	Credit
C16	Organisational Behaviour	4	C20	Fundamentals of Investment	4
C17	Business Environment	4	C21*	Financial Services	4
C18	Fundamentals of Financial Management	4	C22*	Industrial Relations & Labour Laws	4
C19	Business Research Methods	4	C23*	Computerised Accounting System	4
Min-7		4	Min-8		4

Please find details of the syllabus on the University website

**Shri Digamber Jain Girls' College**

Jain Temple Road Dimapur Nagaland 797112

sdjaingirlscollege.com / sdjgc1993@gmail.com / 03862-230230