

Dated the 24th April, 2019

The Principal
S.D Jain Girl's College
Dimapur: Nagaland

Subject: Review report of admission Brochure-2018

Sir,

With reference to the assigned responsibilities on 16th April 2019, for reviewing the admission Brochure-2018, the committee has reviewed and made some necessary changes in the admission brochure for 2019. It is being suggested to bring out the admission brochure in a standardized booklet form.

Members present

1. Dr. Sant K. Gupta
2. Dr. Dinesh Sarmah
3. Dr. Dalia Bhattacharjee
4. Mr. Arun Kumar Mishra
5. Ms. Bendangmongla

Handwritten signatures and dates:
Sant K. Gupta: 24/4/19
Dinesh Sarmah: 24/4/19
Dalia Bhattacharjee: 24/4/19
Arun Kumar Mishra: 24/4/19
Bendangmongla: 24/4/19

Enclosure:

1. Admission Brochure 2018 with necessary correction made for your perusal.

Received
24/04/2019

Handwritten signature

Admission Brochure - 2018

Shri Digamber Jain Girls' College

Jain Temple Road Dimapur Nagaland - 797112
(Arts & Commerce)



(Affiliated to Nagaland University and recognized by the UGC u/s 2 F and 12 B)

ABOUT THE COLLEGE

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 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 2/2.5 size ^{colour} photo, contains 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 fillup, etc.

LIBRARY

The College Library was housed in the first floor which will very soon be shifted to the top floor. It has some books prescribed for the under graduate courses in addition to some books for reference. We ^{to enhance the quality and variety of library} keep adding new books as soon as possible as per recommendations of subject teachers, students, 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. The Library Card is issued to the student to enable her to borrow books from the Library subject to the Library Rules as modified from time to time.

GAMES & SPORTS

The College provides Table Tennis, Carrom as well as Chess Boards in the Auditorium cum Girls' Common Room for the entertainment of the students during off periods. Annual Sports meet is also 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. The Magazine includes details of the college, its management, faculty, the non-teaching staff, batch photos, Honours Group photos, various committees and cells, enrolment, result and all other relevant information.

COLLEGE UNIFORM

The student must wear SKY-BLUE KAMBEJ (knee length) with WHITE SALWAR (covering ankles) and WHITE DUPATTA on all working days, ^{below} neat and tidy. A student not in proper uniform shall not be entertained for any service, whatsoever, on any day. 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.

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 ^{B.Ed.} bachelor's degree courses in both Arts and Commerce may be obtained from the College Office on cash payment of Rs. 250/- within 15 days from the declaration of the Result by the NBSE or till seats are available, whichever is earlier. *First come, first served*

DOCUMENTS TO BE SUBMITTED WITH THE ADMISSION FORM

One self-attested photostat copy of: *B.Ed.*

1. Marksheet of the HSSLC Examination.
2. Admit Card (Class-X and Class-XII)
3. HSSLC Pass Certificate and TC from the previous institution.
4. Two copies of recent (2 X 2.5 size) colour 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, OBC, and others, who is not ~~GENERAL~~).
- * 10. Certificate in support of Physical Disability, if any.

(* Documents marked with a * may be submitted within one month of admission)

All the original certificates must be produced at the time of admission for verification. 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 can not 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 Honours subject confirmed. Once allotted, the Honours subject will be changed only if seats are available. However, one may decide to drop honours to continue in General Course.
4. Produce the Admission Slip and pay the Fees. Keep the cash receipt to apply for scholarship later. The College will not issue duplicate Admission Receipt.

* If one cancels admission before the start of the classes, up to Rs. 1000 will be deducted as paper charges and the remaining amount by her will be refunded along with her original Regd. Card.

COURSES OFFERED

BA HONOURS AND GENERAL PASS COURSE

Compulsory: General English, Alt. English / Hindi (only in 3rd and 4th Semester)

Honours: English, Economics, Education, History, Pol-Science.

Electives: Elective-English, Economics, Education, History, Political Science and Sociology

(A student may choose either Sociology or Economics)

How to choose subjects

English Honours students must take Elective English as an Elective Paper. So, they will have to choose only two Elective Papers. Other Honours students shall have to choose one Honours Paper and TWO MORE Elective Papers.

General students must choose any three elective papers.

A student may choose either Economics or Sociology as one of the Elective Paper, not both.

B.COM HONOURS AND GENERAL PASS COURSE

Compulsory: General English, Alt. English / Hindi in 3rd and 4th Semester, EVS in 5th Semester and CBCP in 6th Semester.

Honours: Accounting & Finance, Management.

Electives: All elective papers in B.COM General and Honours are common papers for all.

How to choose the Subjects

Honours: Applicants choose either Accounting & Finance or Management as Honours.

General: Pass course students need not choose any elective.

However, all must choose from Alt. English / Hindi to be taught in the 3rd and 4th Semesters.

FEE STRUCTURE

Admission Fees for one Semester (6-months):	Rs. 4500/-
Regd. Enrolment and Other Fees:	Rs. 250/-
Tuition Fees @ Rs. 750 per month	Rs. 4500/- (for General Course)
@ Rs. 800 per month	Rs. 4600/- (for Honours Course)
Total Fees for a particular Semester may be paid at a time or in two installments:	
First installment:	Rs. 4750/- at the time of admission.
Second installment:	Remaining amount before 31 st August

CHANGE OF HONOURS AND ELECTIVE PAPERS

Once ADMITTED, the Honours Subject will not be changed until admissions are over. Vacancies, if any, in the Honours Seats will be notified later to be filled in. However, other Elective Papers may be changed before 10th June 2018.

CODE OF CONDUCT

Filing 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 posted or circulated by the students anywhere in the college premises must obtain 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) and must clear all internal examinations to be eligible to fill-up the Final NU Semester End Examination Form. *along with principal*
10. A student must satisfy the Principal with good conduct and decent manners. X
11. No application for re-evaluation of answer script/s of any internal or promotion examination shall be entertained without approval of the Nagaland University.
12. Students who fail to clear the dues on time shall not be allowed to appear the examination.
13. Only a student in person can be issued any certificate after due verification of records.
14. No money shall be collected by anybody for any purpose without approval of the authority.
15. Adopting unfair means in the examinations shall invite expulsion and rustication from the college.

FURTHER NOTES

- * Taking non-vegetarian items or food in the College campus is strictly prohibited.
- * 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 in the College office.
- * Be attentive in the class: a lesson missed is missed forever.
- * 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 leading to forced TC, debarment or expulsion from the College. Decision of the Principal is final and binding in all academic and disciplinary matters.

UNIVERSITY GUIDELINES ON SEMESTER SYSTEM

Semester mode of Teaching and Examination is expected to create a better teaching-learning spirit in the Institutions of Higher Education for which both teachers and students shall have to work more sincerely. The Course Curriculum and Syllabi shall be revised/updated whenever necessary and compulsorily in every three years.

1. DURATION OF SEMESTER SYSTEM AND ACADEMIC YEAR

A Minimum of 3 years (6 Semesters) and a Maximum of 5 years (10 Semesters) shall be required to qualify for the B.A./B.Com Degree. The duration of the Odd Semesters (1st, 3rd and 5th) shall be from May to October and that of Even Semesters (2nd, 4th and 6th) shall be from November to April during which admission, course work, conduct of examinations and declaration of results including semester break shall be completed, or as directed by the NU from time to time.

2. COMBINATION/ SELECTION OF PAPERS

- a) For Honours Course, total elective papers shall be 6 and Total Honours Papers shall be 8 or 7 + 1 Project Paper apart from other common courses like English, MIL, EVS carrying 100 Marks each.
- b) For the General/Pass Course, there shall be 6 papers in each elective subject carrying 100 Marks each.
- c) Elective papers from 1st to 6th Semester are compulsory and common for all. However, some

honours papers in Semester V & VI shall have options. Some subjects may have internal options in some papers.

- d) All papers (Honours and Pass Course) are designed maintaining a uniform pattern of 5 Units each with some exceptions in English and MIL Hindi.
- e) A student shall be permitted to drop Honours only at the end of the First Semester and at the time of admission to the Second Semester, by writing an application to the Controller of Examinations, Nagaland University, through the Principal. The form for such application may be obtained from the college office. Honours Subject can not be dropped thereafter.

3. CREDIT VALUE AND CONTACT HOUR SYSTEM

- a) 120 Credits to be completed for Honours students, it shall be 90 credits for General.
- b) A Contact Hour (CH) is in correspondence to the Credit Value; for example, a paper having 4 Credits shall have a minimum of 4 Contact Hours in a week and a paper having 3 Credits shall have a minimum of 3 Contact Hours in a week. One Contact Hour shall normally be of 60 minutes duration. Taking into consideration 17 working weeks in a semester, a paper having 4 Credits shall have a total of $17 \times 4 = 68$ Contact Hours.

4. EXAMINATION, EVALUATION AND DECLARATION OF RESULTS

- a) **Examination Routine** for End-Semester Examinations shall be notified by the University which shall be normally of 3 hours duration.
- b) **Student Assessment and Progression** of a student shall be evaluated on a 30 : 70 basis i.e. 30 Marks for Internal Assessment and 70 Marks for End-Semester Examinations.
- c) **Pass Marks is 45 % Marks** (13.5 out of 30 in the Internal Examination and 31.5 out of 70 separately in the End-Semester Examinations.)
- d) **Activities for Internal Assessment**
The Internal Assessment for 30 marks shall be made in the following categories of activities : (a) Class Test/Unit Test, (b) Assignment, (c) Seminar, (d) Case Study, (e) Quiz, (f) Open Book Test, (g) Project work, (h) Tutorial, (i) Debate, (j) Group Discussion, and (k) Art of Public Speech.
- e) **Advancement to the next Semester** shall be permitted only with a maximum of **Two Backlog Papers** from the preceding Semester up to the 3rd Semester. Further entry to the next Semester shall be regulated at the level of 4th, 5th, and 6th Semesters as explained under:
 - (i) Admission to 4th Semester shall be allowed only after clearing 1st Semester Backlog.
 - (ii) Admission to 5th Semester shall be allowed only after clearing 2nd Semester Backlog.
 - (iii) Admission to 6th semester shall be allowed only after clearing 3rd semester Backlog.
 - (iv) Backlog of 4th Semester needs to be cleared during 6th Semester examination or as Repeater.
 - (v) Backlog of 5th and 6th Semesters need to be cleared during subsequent examinations for these semesters within 10 Semesters (i.e. 5 years from the date of first admission) with a maximum of two chances or as the NU may determine.

May God bless you and be your guide, always

Principal
S.D. Jain Girls' College
Dimapur