



RSET's

Deviprasad Goenka  
management college of media studies

INDIA'S PREMIER MEDIA SCHOOL



Student  
Handbook  
2022-2023

Under Graduate Programs

BA-FTNMP

BA-MMC

**DGMC**

### **The Guidelines**

This handbook provides information about program Architecture, rules, regulations and guidelines at DGMC. Institute reserves the right to modify any part of this document any time during the years for which this Handbook is valid and all such changes in this document and consequently in the relevant rules shall be binding on the student. It is expected that the guidelines are read very carefully and adhered to build up the spirit of partnership and trust with the institute.

#### **Student Handbook Committee ( AY 2022-2023 )**

<b>Convener</b>	Anirrbhan Ghosh
<b>Members</b>	Kanchan Luthra
	Sudeep Mehta
	Sunita Cordeiro

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		Mr. Partha Pratim Samanta		Principal- DGMC	

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Media Studies (DGMC)

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## About RSET

RSET is a registered public charitable trust was established in 1948 at Malad, Mumbai. It began its foray into education with just three girl students, and today boasts of an all-inclusive campus that sprawls across two acres of land with a well-equipped playground. With an aim to promote various educational, charitable and social activities, the trust has pioneered in providing educational opportunities to various sections of society.

The trust also provides financial assistance to those in need to gain medical assistance with the help of Trivenidevi Deora Chikitsa Sahayata Kosh, as well as, offers freeship and scholarship to meritorious students and those who have a financial need to pursue their education. As a result, during the last seven decades and more, the trust has played a vital role in promoting and providing better education from primary to post graduation in the fields of Commerce, Management, Information Technology and Media Studies. Currently, over 16,000 students are being educated in various educational institutions run by the trust.

## About DGMC

DGMC is a premier media and communications institute with a state-of-the-art infrastructure, where students, researchers and media professionals interact to facilitate dynamic career paths. It is supported by its parent body RSET which has been in the field of education for 74 years. DGMC provides courses on Communication and Filmmaking at undergraduate and postgraduate levels affiliated to University of Mumbai. It offers autonomous Post Graduate Programs (PGP) in various verticals of media. These are namely Integrated Marketing, Advertising and Communications; Event Management; Sports Marketing and Management. It also runs a PGDM program in Media and Communication approved by the AICTE.

### Vision

- To promote creativity and entrepreneurship through pedagogy in the kaleidoscopic world of media and communications.
- To encourage an interdisciplinary approach to understanding media and communications, locally and globally.
- To stress on the importance of imparting social responsibility and high moral and ethical values among students.

### Mission

- To create a pedagogical milestone by nurturing scholastic abilities in the arena of teaching, learning and research.
- To be a beacon for all in the field of media and communications by creating a rich and an intellectually challenging academic environment.
- To train young professionals by inculcating sensitivity, encouraging intersectional approaches to media and management and diversifying entrepreneurial visions with the help of industry experts.

## Infrastructure @ DGMC

The state-of-the-art campus of DGMC is modern and conforms to the topography of the media industry. The classrooms are air-conditioned with LCD projectors, including online learning facility. The facilities create an academic ambience.

**Shooting Studio:** DGMC offers a state-of-the-art shooting studio equipped with Kino lights, D4R Lights, SOP Boxes, EI Tripod, Flycam DSLR Body Vest, Track Trolleys, a Mini-jib, Chroma-key backgrounds and latest digital cameras with 18-55mm, 24-70mm and 16-35 lenses. The shooting studio in DGMC is a hub of activity where students explore their creative potential, learn and experiment with newer methods of filmmaking. Several industry experts guide the students in the craft of filmmaking using the best of shooting equipment. Students pursuing video production are given this space to try out their ideas as well as practice and perfect the basics.

**Production Control Room:** The production control room or studio control room (SCR) is the place in a television studio in which the composition at the outgoing program takes place. PCR is the technical hub of a broadcast operation common among most over-the-air television stations and television networks. PCR in studios is where the activities such as switching from camera to camera are coordinated.

**iMac Computer Lab:** The entire Computer Lab is powered by premium quality Apple iMac workstations, equipped with the latest photo and video-editing software, like FCP, Adobe Creative Suites, and other relevant software, which ensures a smooth workflow and teaching-learning experience. The lab lends a truly international environment, where learning is enthused with inspiration and professionalism comes as a second character.

**Colour Grading Lab:** Colour grading lab encompasses both colour correction and the generation of artistic colour effects. Smoke video editing and effects software is designed for video editors who need to do more than just edit. By integrating a familiar timeline workflow and node—based compositing, Smoke connects editing and effects, with finishing tools for 3D compositing, colour correction, and motion graphics.

**Sound Innovation Lab:** DGMC Sound Innovation Lab provides the best of sound recording and designing equipment for Mixing and Editing, mastering, arranging, Sound design and contemporary music production, ADR and Voice over recording, Audio Postproduction for short films, documentaries, Ad films, etc. Professionals from the film and television industry mentor and guide the students. The lab is well equipped with the latest industry standard hardware and software such as Pro Tools, Cubase and Nuendo.

**Smart Classrooms:** The 60-seater acoustically built Seminar Hall named after its donor Shri. Madhoprasad Saraf, enables Hi-Tech Learning and knowledge sharing as well as doubles up as a conclave setting.

**Learning Resource Centre:** The library (Smt. Prabhdevi Banwarilal Saraf Library) at DGMC has an exclusive and exhaustive range of books on Media and Advertising, periodicals, journals/magazines and DVDs on curricular as well as co- curricular topics which help students to grasp that additional bit of knowledge that will put them ahead of the rest. The Resource Centre have more than 3305 books, 25 journals and periodicals, DELNET online database of more than 6000 E Journals and books, 14 Audio visuals.



### **BA in Multimedia and Mass Communication (BAMMC)**

#### **Duration of the Program : 3 Years**

BA in Multimedia and Mass Communication (BAMMC) is a course designed to provide students with a firm grounding in communication skills. It aims to develop an ability for critical thinking and creativity and to give the students an opportunity to combine the theoretical curriculum with practical applications, through detailed research, lucid writing skills, oral presentation skills and a mastery of various mass communications media in our global information age.

#### **Program Objective:**

BAMMC is considered as one of the most sought after course. This degree programme prepares the students in carving a career in various sectors of the media. Further, the course also nurtures the creative skills of the students.

- BA in Multimedia and Mass Communication (BAMMC) provides the students with a perfect blend of theoretical programme and practical applications.
- The course includes through comprehensive research, logical writing skills, verbal presentation skills and a thorough knowledge of several mass media of this information age.

### **BA in Film Television New Media Production (BAFTNMP)**

#### **Duration of the Program: 3 Years**

Bachelor of Arts Film, Television and New Media Production is a University of Mumbai recognized course and has been developed especially to cater to the changing needs of the global media and entertainment industry. The program is devised to prepare students in film, television and new media content production. The program deals first with TV & Film Direction, Sound Designing and VFX, art, graphic design and writing for media. It takes the students through the entire production process pipeline regarding the content creation, providing the students with insight into the correlation between content creation and media business. DGMC is one of the leading colleges offering BA FTNMP courses in Mumbai.

#### **Program Objective:**

- Po1:** To prepare students in the production aspects of Film Television & New Media, as required by the present media environment all across the globe.
- Po2:** To empower the students in the production & managerial aspects of the media business with due emphasis on latest production techniques, along with marketing and branding management of various media products and associated services.
- Po3:** To develop creative temperament and mindset needed in the content production segment of the media industry.
- Po4:** To inculcate competencies thereby enabling to undertake professional work.
- Po5:** To take the students through the entire pipeline of production process with regards to the content creation for various media pads, providing the students an insight in to the correlation that exists between content creation and associated commercial aspects of media business.

## **MA in Film Television New Media Production (MAFTNMP)**

### **Duration of the Program: 2 Years**

MA in Film Television New Media Production is a 2 year long postgraduate course. It is generally studied by the candidates who want to know about the history of Indian art of Filmmaking, Sound ,Cinematography, Post Production and VFX, New media Theory and Practices and world cinema. Most importantly, MA FTNMP candidates will be trained to critically analyse a cinematic piece through different aspects

#### **Program Objective:**

- PO1:** To prepare students in the production aspects of Film Television & New Media, as required by the present media environment all across the globe.
- PO2:** To empower the students in the production & managerial aspects of the media business with due emphasis on latest production techniques, along with marketing and branding management of various media products and associated services.
- PO3:** To develop creative temperament and mindset needed in the content production segment of the media industry.
- PO4:** To inculcate competencies thereby enabling to undertake professional work. 5. To provide an active industry interface by way of co-learning.
- Po5:** To take the students through the entire pipeline of the production process with regards to the content creation for various media pads, providing the students an insight in to the correlation that exists between content creation and associated commercial aspects of media business.

## **MA in Communication & Journalism (MACJ)**

### **Duration of the Program: 2 Years**

MACJ is a 2 year-duration degree programme for candidates who wish to build their career in the field of journalism, mass communication, advertising, film and public relation. Post successful completion of the course, candidates will be able to develop and refine their skills of gathering, transmitting, and delivering information to a large audience.

#### **Program Objective:**

- Po1:** The Communication and Media Studies major prepares students for a wide variety of careers in business and industry, advertising, public relations and journalism, or advanced study.
- Po2:** Students would demonstrate the ability to apply theoretical principles in a variety of creative, cinematic, organizational, professional and journalistic venues.
- Po3:** Students will find mass media as an array of interrelated forces like historical foundations, regulatory constraints, economical changes, technological advancements, and ethical issues.
- Po4:** Students would develop a global awareness of political, social and corporate matters. Learners will acquire the knowledge and skills required to pursue a career in the specialization of their choice.
- Po5:** This program will also give them an improved sense of self-confidence and self- efficacy and an awareness of their responsibilities as professionals in their field.

# Program Architecture

## BA MMC – Affiliated to University of Mumbai

Semester I		Semester II	
Course code	Course Name	Course code	Course Name
BAMMEC-101	Effective communication –I	BAMMEC-201	Effective communication –II
BAMMEC-102	Foundation course –I	BAMMFC-202	Foundation course –II
BAMMVC-103	Visual communication	BAMMCW-203	Content Writing
BAMMFMC-104	Fundamentals of mass communication	BAMMID-204	Introduction to Advertising
BAMMCA-105	Current Affairs	BAMMIJ-205	Introduction to Journalism
BAMMHM-106	History of Media	BAMMMGC-206	Media, Gender & Culture

Semester III				
Program Title	BAMMC Credit	Paper	Name of the Course	Course Code
Learner should choose <b>any one</b> out of following elective courses				
AEEC	02	01	Electronic Media-I	BAMMC EM-3011
			Theatre and Mass Communication-I	BAMMC TMC-3012
			Radio Program Production-I	BAMMC RPP-3013
			Motion Graphics and Visual Effects –I	BAMMC MGV-3014
DSC	(4×3)=12	02	Corporate Communication and Public Relations	DSC-C1 BAMMC CCPR-302
DSC		03	Media Studies	DSC-C2 BAMMC MS-303
DSC		04	Introduction to Photography	DSC-C3 BAMMC IP-304
DSE	04	05	Film Communication-I	BAMMC FCO-305
Practica	02	06	Computers and Multimedia-I	BAMMC CMM-306
	<b>20</b>			

Semester IV				
Program Title	BAMMC Credit	Paper	Name of the Course	Course Code
Learner should choose <b>any one</b> out of following elective courses				
AEEC	02	01	Electronic Media-II	BAMMC EM-4011
			Theatre and Mass Communication-II	BAMMC TMC-4012
			Radio Program Production-II	BAMMC RPP-4013
			Motion Graphics and Visual Effects –II	BAMMC MGV-4014
DSC	(4×3)=12	02	Writing and Editing for Media	DSC-D1 BAMMC CCPR-302
DSC		03	Media Laws and Ethics	DSC-D2 BAMMC MLE-403
DSC		04	Mass Media Research	DSC-D3 BAMMC MMR-404
DSC	04	05	Film Communication-II	DSC-D4 BAMMC FCO-405
(Practical) DRG	02	06	Computer Multimedia-II	BAMMC CMM-406
	<b>20</b>			

### Semester –V (Journalism)

Course Code	Credits	Course Name
COMPULSORY-CORE	04X2=08	DRG (Discipline Related Generic)
BAMMC DRG-501	04	1. Reporting
BAMMC DRG-502	04	2. Investigative Journalism
ELECTIVES	03X04=12	DSE 1 B (Discipline Specific Electives) (Elect Any Four Courses From Below)
BAMMC EJFW 1B501		1. Features and Writing For Social Justice
BAMMC EJWS 1B502		2. Writing and Editing Skills
BAMMC EJGM 1B503		3. Global Media and Conflict Resolution
BAMMC EJBF 1B504		4. Business and Financial Journalism
BAMMC EJMJ 1B505		5. Mobile Journalism and New Media
BAMMC EJNM 1B506		6. News Media Management
BAMMC EJJP 1B507		7. Journalism and Public Opinion
BAMMC EJML 1B508		8. Media Laws and Ethics
<b>TOTAL</b>	<b>20</b>	

#### COMPULSORY- CORE- DRG(DISCIPLINE RELATED GENERIC)

BAMMC DRG-501	04	1. REPORTING
BAMMC DRG-502	04	2. INVESTIGATIVE JOURNALISM

### Semester – VI (Journalism)

Course Code	Credits	Course Name
COMPULSORY-CORE	04X2=08	DRG (DISCIPLINE RELATED GENERIC)
BAMMC DRG-601	04	1. DIGITAL MEDIA
BAMMC DRG-602	04	2. NEWSPAPER and MAGAZINE DESIGN (PROJECT)
ELECTIVES	03X04=12	DSE 2 B (DISCIPLINE SPECIFIC ELECTIVES) (LEARNER SHOULD ELECT ANY FOUR OF THE COURSES)
BAMMC EJCI 2B601		1. CONTEMPORARY ISSUES
BAMMC EJJ2B602		2. LIFESTYLE JOURNALISM
BAMMC EJPT2B603		3. PHOTO and TRAVEL JOURNALISM
BAMMC EJMJ 2B6504		4. MAGAZINE JOURNALISM
BAMMC EJSJ 2B605		5. SPORTS JOURNALISM
BAMMC EJCR 2B606		6. CRIME REPORTING
BAMMC EJFNF 2B607		7. FAKE NEWS and FACT CHECKING
BAMMC EJ TJ 2B608		8. TELEVISION JOURNALISM
<b>TOTAL</b>	<b>20</b>	

**BA FTNMP - (Affiliated to University of Mumbai)**

	<b>Semester I</b>	<b>Practical Marks</b>	<b>Theory Marks</b>	<b>Total Marks</b>
Course Code	Name of Courses			
BAFTNMP 101	Effective Communication Skills	40	60	100
BAFTNMP 102	Introduction to History of Art/Storytelling through other forms of Art	40	60	100
BAFTNMP 103	Initiation to Literature & Creative Writing	40	60	100
BAFTNMP 104	Basics of Photography	40	60	100
BAFTNMP 105	Film Appreciation – Genres	40	60	100
BAFTNMP 106	Graphic Designing (Photoshop, Illustrator, etc.)	40	60	100
	<b>Total</b>	<b>240</b>	<b>360</b>	<b>600</b>

	<b>Semester II</b>			
<b>Course Code</b>	<b>Name of Courses</b>			
BAFTNMP 207	Basics of Post Production	40	60	100
BAFTNMP 208	History of Non -fiction Film	40	60	100
BAFTNMP 209	Writing for Visual Media	40	60	100
BAFTNMP 210	Importance of Sound and Sound SFX	40	60	100
BAFTNMP 211	Basics of Cinematography - 1	40	60	100
BAFTNMP 212	Practical Film Making 1 (Only Non Fiction)	100	-	100
	<b>Total</b>	<b>300</b>	<b>300</b>	<b>600</b>

	<b>Semester III</b>			
<b>Course Code</b>	<b>Name of Courses</b>			
BAFTNMP 313	Introduction to Direction for Television	40	60	100
BAFTNMP 314	Basics of Cinematography-2	40	60	100
BAFTNMP 315	Understanding TV formats & Genres	40	60	100
BAFTNMP 316	Concepts of Story Boarding	40	60	100
BAFTNMP 317	Graphics & Post Production (Flash, Editing Software, After Effects) Importance of Sound & SFX	40	60	100
BAFTNMP 318	TV Production / Ad film making	100	-	100
	<b>Total</b>	<b>300</b>	<b>300</b>	<b>600</b>

	<b>Semester IV</b>			
BAFTNMP 419	Introduction to Direction for Film	40	60	100
BAFTNMP 420	Basics of Visual Communication/Film Aesthetics	40	60	100
BAFTNMP 421	Convergence and Basics of Web Designing	40	60	100
BAFTNMP 422	Concepts of Post Production & Computer Graphics (including VFX)	40	60	100
BAFTNMP 423	Drama Production/ Writing for Visual Media-2	40	60	100
BAFTNMP 424	Intermediate Practical Film Making (Fiction Film)	100	-	100
	<b>Total</b>	<b>300</b>	<b>300</b>	<b>600</b>

## BA FTNMP - (Affiliated to University of Mumbai)

Semester V				
BAFTNMP 525	Laws related to Films, TV and Internet	40	60	100
BAFTNMP 526	New Media Theory and Practice (With advanced Web design and app making)	40	60	100
BAFTNMP 527	Aspects of Media Production (Set design, makeup, etc., line production, logistics, etc.) / Understanding Indian Contemporary Cinema	40	60	100
BAFTNMP 528	Introduction to Production Management	40	60	100
BAFTNMP 529	Trends and Technology in Film & Television (will include overview of Media Business, Pitching for funds, distribution, marketing, etc.)/ Basics of Marketing and Publicity Design for Films & TV	40	60	100
BAFTNMP 530	Advanced Practical Film Making (Includes Compositing, Special Effects, etc.) – Music Videos	40	60	100
<b>Total</b>		<b>240</b>	<b>360</b>	<b>600</b>

Semester VI				
BAFTNMP 631	Final Project. Short Film (10-15 minutes)		Viva Voce by External Referee	
BAFTNMP 529	Comprehensive, which will include writing an original story to production and distribution of film in the national and international circuit. It will also involve creating a blog, FB page, website for the film. Write a report	100	(Viva by external examiner)	100



## MA FTNMP – (Affiliated to University of Mumbai)

Semester I			
Course code SEM : 1	Name of Course	Term work	
		Teaching and Extension	Credits
PAFTNMP101	Writing for Media	60	6
PAFTNMP102	Photography & Cinematography	60	6
PAFTNMP103	Sound Design & Sfx	60	6
PAFTNMP104	Film Television Theory & Appreciation	60	6
Total		240	24

Semester II			
Course Code SEM : 2	Name of Course A. Core Courses	Term work	
		Teaching and Extension	Credits
PAFTNMP205	Post Production & Computer graphics	60	6
PAFTNMP206	New Media Theory and Practice	60	6
PAFTNMP207	Direction	60	6
PAFTNMP208	Practical Film Production (FICTION AND NON FICTION)	60	6
Total		240	24

Semester III			
Course Code SEM : 3	Name of Course A. Optional Courses	Term work	
		Teaching and Extension	Credits
PAFTNMP309	Web Production and Programming	60	6
PAFTNMP310	Visual Communication	60	6
PAFTNMP 311	Electronic Media Criticism	60	6
PAFTNMP 312	Media Economics	60	6
PAFTNMP 313	Laws related to Film, TV and Internet	60	6
Total		300	30
		240	24

Semester IV			
Course Code SEM : 4	Name of Course A. Optional Courses	Term work	
		Teaching and Extension	Credits
PAFTNMP 414	Perspectives in Media Business	60	6
PAFTNMP 415	Marketing & Publicity Design	60	6
	B. Dissertation / Project		
PAFTNMP 416	Practical Film Making	120	12
Total		240	24

## MA CJ – (Affiliated to University of Mumbai)

Semester I			
Course code	Name of Course A. Core Courses	Term work	
		Teaching and Extension	Credits
63501	Communication Theory	60	6
63502	Media Economics	60	6
63503	Reporting and Editing	60	6
63504	Media Criticism	60	6
<b>Total</b>		<b>240</b>	<b>24</b>

Semester II			
Course code	Name of Course A. Core Courses	Term work	
		Teaching and Extension	Credits
19601	Introduction to Television Studies	60	6
19602	Introduction to Film Studies	60	6
19603	Introduction to Media Research	60	6
19604	Ethics, Constitution and Media Laws	60	6
<b>Total</b>		<b>240</b>	<b>24</b>

Semester II			
Course code	Name of Course A. Core Courses	Term work	
		Teaching and Extension	Credits
27805	Public Relations in the Private and Public Sector	60	6
27803	Media Management	60	6
27813	Media Advocacy	60	6
27804	Conflict Communication	60	6
27806	Culture studies and Media	60	6
27802	Political Communication	60	6
27816	Video Games and Media	60	6
27808	Sports Journalism	60	6
27818	Concepts Of Storyboarding	60	6
27807	Audio-Visual Production and Post- Production	60	6
27811	Documentary film making	60	6
27812	Multimedia Production	60	6
27818	Storytelling for children	60	6
27814	Interpersonal communication	60	6
27817	Family Communication	60	6
27810	Religion, culture and communication	60	6
27801	Digital Media Marketing	60	6
	Basic Course for Indian Sign Language Communication	60	6
	Media and Disability Communication	60	6
27815	Intercultural Communication	60	6



## SEMESTER –IV

	A. Interdisciplinary/Cross Disciplinary Courses (I/C courses)	Teaching and Extension	Credits
PACJ401	Social science research design	60	6
PACJ402	Perspectives on Communication	60	6
PACJ403	<b>B. Dissertation</b>	100	10
	Total	220	22

**Note: DGMC is offering the following electives.**

- Political Communication
- Media Advocacy
- Culture Studies and Media
- Digital Media Marketing
- Basic Course for Indian Sign Language Communication



## Program Fee Structure: (AY 2022 -2023)

Name of The Course	Duration of the Program	Year
BA MMC	3 Years	26,861 (Only for 1st Year)

Name of The Course	Duration of the Program	Year			Total Fees
BAFTNMP	3 Years	64,911	54,691	55,441	1,75,043

Name of The Course	Duration of the Program	Year		Total Fees
MAFTNMP	2 Years	75,872	65,097	1,40,969

Name of The Course	Duration of the Program	Year		Total Fees
MACJ	2 Years	66,872	57,097	1,23,969

## The Knowledge Home (Library) @ DGMC

Deviprasad Goenka Management College of Media Studies (DGMC) is a state of the art learning and working environment where students, researchers & media professional, national and international, work in close association to facilitate the generation of value in the media spectrum.

At Smt. Prabhadevi Banwarilal Saraf Library - DGMC, we strive to leverage all the resources that can contribute in developing the eco-system of the media & entertainment space. DGMC is the first Media College affiliated to the University of Mumbai and offers the BAFTNMP course and functionally runs BAMMC, MAFTNMP, MACJ, PGP and short term courses. DGMC also has the coveted AICTE approved PGDM in Media & Communication.

Smt. Prabhadevi Banwarilal Saraf Library – DGMC aims to be one of the best Media and Management Science libraries in the country. Its ever growing collection includes some of the best resources on contemporary management thought, and it includes various journals in different disciplines of film, communication studies, management and allied sciences. It also subscribes to good number of bibliographic, statistical and full text databases in digital format in order to meet the changing information needs of faculty members and students. It continuously tries to add all documents as needed by the curriculum and aims to become a single hub to meet the needs of academic information.

Every day around 50 to 75 students visit the library to fulfil their academic requirements. Library staff tries their best to help users by providing the required information.

### Objective of DGMC Library:

DGMC believes that effective governance is the key to provide the quality education. In order to meet this aim, DGMC KRH tries to provide every student a high quality learning experience by adopting the following parameters as the objectives-

- To support Teaching, Learning and Research activities actively and innovatively.
- To acquire, process, organize and provide access to high quality information sources both in print and digital form, for present and the future.
- To contribute towards Institute's mission to achieve excellence and professionalism
- To deliver the services as per the changing needs of our users.

## Facilities

Reading Room	ICT Services	Circulation Services	Reference Services	Clipping Services
Bibliographic Services	Current Awareness Services	User Orientation Services	Literature Search/ Inter Library Loan	Archival Services

## Borrowing Privileges and late fee charges

Category	Borrowing Privileges		Late Fee Charge			
	No. of Books	Issue Period / Days	First 7 Days (After Due Date)	From 8th to 21st Day	From 22nd to 60th Day	Beyond 60 days
Bachelor Program	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day
Master Program	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day
Post Graduate/Diploma	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day
Certificate Program	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day

## Book Lost / Damaged Guideline

In case a Reader loses a book he/ she should replace the book. In case the book cannot be replaced, the current price of the book will be paid by the borrower.

## Library Reading Rules

- Members should have their **Identity Card and Library Card** whenever they visit the library.
- Members should keep their bags in the property counter only. They are advised **NOT** to keep any valuable in the bag.
- Members should issue the books on his/her Library Tickets.
- Members are requested to return all the books in time.
- Reference Books should be used within library premises; they cannot be taken out of the library without permission. If found **Rs.50/-** fine will be charged per day.
- Maintain Salience in the library, should keep their **Mobile phones switched off** as & when they visit the library. Else a fine of **Rs. 100/-** will be charged.
- Members should not bring any eatables and drinks inside the library
- Members should use the library computers / Network only for academic purposes

## Academic Calendar

Academic Calendar : AY 2022 – 2023 (UG)						
Month	No of working Days	Date	Days	Program/Event/ Examination	Sundays/Public Holidays	Total No of Teaching Days
June 22	18	13-Jun	Monday	SY Orientation	2 Sundays (19th & 26th)	16
		14-Jun	Tuesday	TY Orientation		
		15-Jun	Wednesday	Masterclass for SY and TY		
		16-Jun	Thursday	Regular Classes Starts		
July 22	31			Regular Classes	5 Sundays (3rd, 10th, 17th, 24th & 31st)	26
August 22	31	1st - 6th August		<b>Tentative Dates -</b> Internal Exam for Sem III & V (BAMMC & BAFTNMP)	4 Sundays (7th, 14th, 21st & 28th)	23
		09th-August	Tuesday		Muharram	
		15th-August	Monday		Independence Day	
		16th-August	Tuesday		Parsi New Year	
		31st-August	Wednesday		Ganesh Chaturthi	
Sep-22	30				4 Sundays (4th, 11th, 18th & 25th)	24
		1st - 4th Sept			Mid-Term Holiday	
		24-Sep	Saturday	Last day of Teaching – SY & TY – BAMMC & BAFTNMP Last day of teaching for FY – BAMMC & BAFTNMP will be communicated later		
		26th - 27th	Mon - Tue	Personal Hearing		
Sept 22 - Oct 22		29th September - 6th Oct		<b>Tentative Dates - ATKT for Sem I, II and IV (BAMMC &amp; BAFTNMP)</b>		
Oct 22	31				5 Sundays (2nd, 9th, 16th, 23rd & 30th)	17
		05-Oct	Wednesday		Dussehra	
		10th-15th			<b>Tentative Dates - Regular Exam for Sem III (BAMMC &amp; BAFTNMP)</b>	
		17th-19th			<b>Tentative Dates - Evaluation of Papers</b>	
		20th-Oct			<b>Tentative Dates - Completion of Examination Process (BAMMC &amp; BAFTNMP)</b>	
		21st Oct - 6th Nov			Diwali Holiday	

## Academic Calendar

Nov-22	30				4 Sundays (6th, 13th, 20th & 27th)	25
		07-Nov	Monday	Regular Classes Starts		
		08-Nov	Tuesday		Guru Nanak Jayanthi	
		21st - 26th Nov		<b>Tentative Dates</b> - Internal Exam for Sem I (BAMMC & BAFTNMP)		
		28th - 29th Nov		State Level Conference		

Dec-22	31				4 Sundays (4th 11th, 18th & 25th)	21
		19th - 24th		Annual Day, Sports Day, December Fever		
		25th - 31st			Christmas Holiday	

Jan-23	31	2nd - 7th Jan		<b>Tentative Dates</b> - Regular Exam for Sem I (BAMMC & BAFTNMP)	5 Sundays (1st, 8th, 15th, 22nd & 29th)	25
		9th - 14th Jan		<b>Tentative Dates</b> - Internal Exam for BMMC (Sem IV & VI) & BAFTNMP (Sem IV)		
		20th-21st Jan		Internation Conference		
		26th Jan	Thursday		Republic Day	

Feb-23	28				4 Sundays (5th, 12th, 19th & 26th)	23
		15th - 16th Feb		Festival - MIA		
		17-Feb	Friday	Festival - Cinevoyage		
		18-Feb	Saturday		Maha Shivratri	

Mar-23	31	08-Mar	Wednesday		Holi	24
		11-Mar	Saturday	Last teaching day for Sem IV & VI (BAMMC & BAFTNMP)	4 Sundays (5th, 12th, 19th & 26 th)	
		13th - 18th		<b>Tentative Dates</b> - ATKT for Sem I, II and II (BAMMC & BAFTNMP)		
		22-Mar	Wednesday		Gudi Padwa	
		30-Mar	Thursday		Ram Navami	

## Academic Calendar

Apr-23	30	27th - 3rd April		<b>Tentative Dates - Final Exam for Sem IV (BAMMC &amp; BAFTNMP)</b>	5 Sundays (2nd, 9th, 16th, 23rd & 30th)	21
		4th- April	Tuesday		Mahavir Jayanti	
		7th- April	Friday		Good Friday	
		14th- April	Friday		Dr. Ambedkar Jayanti	
		22th- April	Saturday		Eid	
May-23	31	4th - May	Thursday	<b>Tentative Dates - Completion of Examination Process (BAMMC &amp; BAFTNMP)</b>		0



## Examination Guideline

The structure of evaluation may vary from course to course. The course instructor will decide and communicate, at the beginning of the course, an appropriate scheme of evaluation as per the requirement of the course and the methods of instruction. Normally, evaluation of academic performance in each course is based on varying combinations of the following components: Assignments, Quizzes, Class Tests, Class Participation, Project Work, Mid-Term Examination, Term-End Examination, and any other as suitably decided by the instructor and priory announced to the class.

## BAMMC – Evaluation Criteria

The performance of the learner will be evaluated in two components. The first component will be an Internal Assessment with a weightage of 25% of total marks per course. The second component will be a Semester End Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Internal Assessment and Semester End Examinations is as shown below:

- I. Internal Assessment – 25% of the total marks per course (Class Test/Assignment/Project/Practical - Computer System & Application, etc. / Quiz etc.) Any two components - to be conducted at different intervals.
- II. Semester End Examinations – 75% of the total marks per course (Written Examination)
  - a. Duration – Examinations shall be of a duration of two and a half hours.
  - b. Theory question paper pattern shall be decided by the respective Board of Studies.

### Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Internal Assessment and Semester End Examination. The learner should also obtain minimum of 40% marks (i.e. 10 out of 25, if the maximum marks allocated to Internal Assessment is 25) out of the total marks allotted to the Internal Assessment and minimum 40% marks out of the total marks allotted to the Semester End Examination (i.e. 30 out of 75, if the maximum marks allocated to the Semester End Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only the Internal Assessment Component or Semester End Exam component.

## BAFTNMP – Evaluation Criteria

The performance of the learner will be evaluated in two components. The first component will be an Internal Assessment with a weightage of 40% of total marks per course. The second component will be a Semester End Examination with a weightage of 60% of the total marks per course. The allocation of marks for the Internal Assessment and Semester End Examinations is as shown below:

### **Internal Assessment – 40% of the total marks per course**

a. Class test/Assignment/Project/Practical Computer System & Application, etc. /Quiz/Field work/etc. Any two components - to be conducted at different intervals.

### **Semester End Examinations – 60% of the total marks per course**

- a. Duration – These examinations shall be of a duration of two hours.
- b. Theory question paper pattern shall be decided by the respective Board of Studies.

### **Passing Standards**

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Internal Assessment and Semester End Examination. The learner should also obtain minimum of 40% marks (i.e. 16 out of 40, if the maximum marks allocated to Internal Assessment is 40) out of the total marks allotted to the Internal Assessment and minimum 40% marks out of the total marks allotted to the Semester End Examination (i.e. 24 out of 60, if the maximum marks allocated to the Semester End Examination is 60) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only the Internal Assessment Component or Semester End Exam component.

## MAFTNMP – Evaluation Criteria

### **The examinations shall be of two kinds:**

- (i) Internal Assessment
- (ii) Semester End Examination.

The learner who obtains less than 40 % of the aggregate marks of the relevant examination in that course either in the internal assessment or in the end –semester examination will be awarded the letter grade 'F' in that course.

**Internal Assessment:** The internal assessment shall be for 40 marks. Two internal assessment examinations shall be scheduled for a course. The internal examination is to be conducted by the course teacher. The schedule for the internal assessment is announced within two weeks of the commencement of the semester. Of the two exams one will be in the form of a written test involving theory and the other will be in the form of extension work or assignment or term work. The answer-sheets for internal examination shall be masked before evaluation. The evaluated answer- sheets and marks shall be shown to the students on the date announced in advance. The existing rules for moderation of answer sheets will be followed in the case of internal examinations in core courses.

**Semester-End Examination:** The semester end examination shall be for 60 marks. If a student is absent



from the internal or end semester examination in any course including the dissertation course, he/she will get a grade point of 0 and a letter grade of 'F'. If a student fails in the end-semester examination of a core or elective course, he/she may reappear for the same examination when it is held again in the following semester. A student can appear at the most three times, including the original attempt. If a student obtains a letter grade F in all the three attempts, he/ she will have to seek fresh admission to the MA programme.

Note: The student will submit a bound hard copy of the dissertation to the Department by the end of the fourth semester, along with a soft copy on a CD/DVD.

### MACJ – Evaluation Criteria

**The examinations shall be of two kinds:**

- (i) Internal Assessment
- (ii) Semester End Examination.

The learner who obtains less than 40 % of the aggregate marks of the relevant examination in that course either in the internal assessment or in the end –semester examination will be awarded the letter grade F in that course. The Medium of Instruction will be English.

**Internal Assessment:** The internal assessment shall be for 40 marks. Two internal assessment examinations shall be scheduled for a course. The internal examination is to be conducted by the course teacher. The schedule for the internal assessment is announced within two weeks of the commencement of the semester. Of the two exams one will be in the form of a written test involving theory and the other will be in the form of extension work or assignment or term work. The answer-sheets for internal examination shall be masked before evaluation. The evaluated answer-sheets and marks shall be shown to the students on the date announced in advance.

**Semester-End Examination:** The semester end examination shall be for 60 marks. If a student is absent from the internal or end semester examination in any course including the dissertation course, he/she will get a grade point of 0 and a letter grade of F. If a student fails in the internal examination of a core or elective course, he/she will have to appear for the internal examination of the course when the course is offered again. If a student fails in the end-semester examination of a core or elective course, he/she may reappear for the same examination when it is held again in the following semester. A student can appear at the most three times, including the original attempt. If a student obtains a letter grade F in all the three attempts, he/ she will have to seek fresh admission to the MA programme

Note : The student will submit a bound hard copy of the dissertation to the Department by the end of the fourth semester, along with a soft copy on a CD/DVD.

## University Examination Process

- a. Students shall be notified to fill up their examination forms (Regular & ATKT) online (www.mu.ac.in) within the duration given by the University of Mumbai. Regular exam fees are collected as part of the college fees, whereas students are required to pay the ATKT exam fees separately.
- b. Once the students have filled the online form, the printout of the same should be submitted to the college office along with the exam fee receipt (necessary documents should be attached).
- c. Students should collect the acknowledgment copy of the form.
- d. Online Hall Tickets will be generated one week before the examination. Students should take the printout and attach a passport sized photograph and get it stamped from the college office.

## College Examination Process

- a. Students shall be notified to fill up their examination forms (Regular & ATKT) within a certain duration. Regular exam fees are collected as part of the college fees, whereas students are required to pay the ATKT examination fees separately.
- b. The Examination Department shall put up a notice inviting ATKT students to have the examination form collected and returned in due time. Students shall make the payment of required examination fees in the Administration office and receipt shall be produced to the Examination Department.
- c. The Hall Ticket will be made available before commencement of the examination.
- d. Students are required to collect the hall ticket, paste their recent passport sized photograph and get it stamped from the Examination Department.

## Instructions to be followed in the Examination Hall

- a. Attendance is Compulsory.
- b. All the students are required to compulsorily wear Id-cards and carry their Hall- tickets without which students will not be allowed for the examination.
- c. Mobile Phones, Smart Watches, and any other Electronic Gadgets are NOT allowed in the Examination Hall.
- d. All the students are required to reach 15 minutes prior to the commencement of the exams on each day.
- e. No student will be allowed to enter the examination hall after 10 minutes of commencement of the examination.
- f. No student can leave the examination before the first 30 minutes of the beginning of the examination.
- g. No student can leave the examination in the last 30 minutes of the examination.
- h. Any student found with study material or any other in-appropriate material on or with him, in the examination hall, during the examination, it will be copying leading to strict actions as per the rules and regulations according to the University of Mumbai guidelines of Unfair Means.
- I. Students are required to carry their own belongings. All belongings other than those required for the examination shall be kept outside the examination hall.
- j. Students shall be responsible for their own belongings. Cell phones must be on silent mode, in the bag/s, during the examination.
- k. No students will be allowed to borrow or lend any material during the examination.
- l. Staplers will not be provided.
- m. Students will not be allowed to bring in calculator in the examination hall.
- n. All the students are required to bring their writing material in transparent boxes into the Examination Hall.

## Passing Standards & Progression

A student shall be declared as passed on scoring the minimum required number of marks separately internally and externally. Please refer to the table below:

Program Name	Min Internal marks reqd / Out of	Min External Marks reqd / Out of	Total Marks
Bachelor of Arts in Multimedia & Mass Communication (BAMMC)	10/25	30/75	100
Bachelor of Arts in Film, TV & New Media Production (BAFTNMP)	16/40	24/60	100
Master of Arts in Film Television New Media Production (MAFTNMP)	16/40	24/60	100
Master of Arts in Communication & Journalism (MACJ)	16/40	24/60	100

## Grading System : BA Program- Grade Point

Program Name	Min Internal marks reqd / Out of	Min External Marks reqd / Out of	Total Marks
Bachelor of Arts in Multimedia & Mass Communication (BAMMC)	10/25	30/75	100
Bachelor of Arts in Film, TV & New Media Production (BAFTNMP)	16/40	24/60	100
Master of Arts in Film Television New Media Production (MAFTNMP)	16/40	24/60	100
Master of Arts in Communication & Journalism (MACJ)	16/40	24/60	100

### Letter Grades and their Equivalent Grade Point

Percentage of Marks Obtained	Grade Point	Grade	Performance
80.00 and above	10	O	Outstanding
70 - 79.99	9	A+	Excellent
60 - 69.99	8	A	Very Good
55 - 59.99	7	B+	Good
50 - 54.99	6	B	Above Average
45 - 49.55	5	C	Average
40 - 44.99	4	D	Pass
Less than 40	0	F	Fail

SGPI – Semester Grade Performance Index =  $\frac{\text{Credit Earned} \times \text{Grade Points}}{\text{Credit Earned}}$

TH-Theory, PR- Practical, IA-Internal

Symbols	Description
F	Head of Failure
----	Not Applicable
Ab	Absent
/	Female
@	0.5043
#	0.229
\$	Carried For Ward Grade of the Head

## Grading System : MA Program- Grade Point

Letter Grades and their Equivalent Grade Point			
Percentage of Marks Obtained	Grade Point	Grade	Performance
80.00 and above	10	O	Outstanding
70 - 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.55	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail

SGPI – Semester Grade Performance Index =  $\frac{\sum (\text{Credit Earned} \times \text{Grade Points})}{\sum (\text{Credit Earned})}$

Symbols	Description
F	Head of Failure
---	Not Applicable
Ab	Absent
/	Female
@	0.5043
*	0.5045
#	0.229
\$	Carried For Ward Grade of the Head
+	Marks Carried
E	Exemption in the Head
□	Dyslexia Benefit

## Revaluation and Provisional Admission Process (offline Examinations)

- a. After declaration of results, the Examination Department shall display a notice inviting students who desire a photocopy/revaluation of their answer sheets.
- b. Accordingly, students shall apply for the revaluation / photocopy to the Examination Department. But before applying for the same, they shall pay the revaluation / photocopying fees at the Admin office. In case of Photocopy, the Examination Department shall issue the photocopy on the production of the receipt.
- c. The duly filled in form shall be submitted to the Examination Department along with the receipt.
- d. In case of Final years Examination, the Exam Cell shall send forms along with the payment to the University of Mumbai.
- e. In the case of Semester End and Term End Examination of First and Second Year, the Exam Cell shall initiate the revaluation process internally.
- f. The result of Re-evaluation for Semester I, II, III & IV shall be put up on the Notice Board. Whereas, the students shall receive the result of Re-evaluation of Semester V & VI directly from the University of Mumbai.
- g. Students who are ineligible to attend the next class and have applied for re-evaluation, can seek admission to the next class by paying a fee of Rs. 500/-, before declaration of the result of revaluation.
- h. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of the revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next higher class, and in such case the fees originally collected by the College or any part of the same shall not be refunded.

## Progression Rules

### **ATKT for Faculties of Arts is read as under:**

- a. A learner shall be allowed to keep term for Semester II irrespective of the number of heads of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & Semester II.

### **OR**

- a. A learner who fails in not more than four courses of Semester I & Semester II taken together with not more than two courses each in Semester I & II.
- b. A learner shall be allowed to keep term for Semester IV irrespective of the number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.
- c. A learner shall be allowed to keep term for Semester V- If he/she passes Semester I, Semester II, Semester III & Semester IV.

### **OR**

- a. A learner shall pass Semester I and Semester II and fails in not more than four courses of Semester III and Semester IV taken together with not more than two courses in each Sem. III & Sem. IV.
- b. A learner shall be allowed to keep term for Semester VI irrespective of the number of heads of failure in the Semester V. However, the learner shall pass each course in Semester III and Semester IV in order to appear for Semester VI.
- c. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

## Attendance Guideline (UG & MA Program)

### As per the Ordinances 6086 relating to the attendance for learners -

- a) There shall be an Attendance Committee nominated by the principal.
- b) The Attendance Committee shall display the attendance for the previous month on the college notice boards in the first week of every month.
- c) If the Learner has any issue or finds any discrepancy in his/ her attendance, he/she should immediately submit a written application to the administration office within three days of the display of the Attendance Record of the preceding month.
- d) For any leave of absence, where the Learner is representing the College for Sports, Cultural activities, NSS or NCC prior intimation through an application in the prescribed format should be submitted by the learner with the college office which should be authenticated by the teacher-in-charge of the said activity along with all supporting documents of participation.
- e) In situations of emergency, intimation must be given by email within three days from the commencement date of the Leave of Absence.
- f) Any absence without written information will be treated as unauthorized and will be reflected thus in the records.
- g) The Learner should submit a Medical Certificate and all other documents in support of his/her Leave Application within three working days of his/her resuming college.
- h) The Attendance Committee after taking into consideration the Leave Application and supporting documents, if any, and after verifying the genuineness and gravity of the problem that justify the Learner to remain absent, which generally shall be limited to his/ her own sickness, sickness of his/ her parent, death of his/ her parent may recommend on a case-to-case basis to the Principal for condonation of the shortage in attendance of the learner.

\*\*\* For detailed attendance ordinance norm 6086 kindly refer to the link:

### Attendance norms for Semester End-Examination and Eligibility for UG and PG programmes

- a. Every learner is expected to attend at least 75% lectures, practical and tutorials conducted for every course in each Semester.
- b. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a programme of his/ her enrolment, only if he or she fulfils at least 50% and above attendance as an average of total number of lectures, practical and tutorials conducted for all the courses taken together in every semester.
- c. It is mandatory for every learner to have minimum 75% attendance for each course and 75% average attendance in all the courses taken together in the programme.
- d. An undertaking shall be signed by the Learner and his/her parent/guardian that the Learner will attend lectures, practical and tutorials regularly to meet the attendance criteria, failing which the learner will not be eligible to appear at the respective semester end-examinations.
- e. Attendance for learners for the short and/or long excursions/field visits/study tours organised by the college and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/her attendance for the total number of lectures, practical and tutorials which are delivered on the concerned day/s.
- f. Attendance of the learners who are officially represented in the College in sports, extra-curricular, co-curricular activities, competition, camp, workshop, convention, symposium, seminar or any such activity with prior permission of the principal will be credited to his/her attendance for the missed number of lectures/practical and/or tutorials, which are otherwise conducted on the respective days up to a maximum of 5% in every semester in the respective courses in which he/she has missed the lectures, practical and tutorials.
- g. A Learner representing the college and participating in aforesaid activities should submit the

Participating Certificate/relevant document within six working days of the completion of the said activities authenticated by concerned authority.

- h. Warning letter/email shall be issued/sent by the college to the defaulting Learner at least twice every semester.
- I. On receipt of the warning letter, the defaulting Learner is expected to be present in the attendance committee meeting along with his/her parent/guardian to understand the difficulty of the Learner for meeting the required attendance.
- j. A learner who fails to fulfil the aforesaid attendance requirement shall not be eligible for appearing at the Semester End-Examination.
- k. The Principal shall be the competent authority to condone the deficiency of attendance of any learner based on the recommendation of the attendance committee.



## Code of Conduct @ DGMC

**Students joining the college are bound by the Rules and Regulations of the college, which is compulsory for every student to comply with.**

### **Code of Conduct for Offline Lectures**

- a) Students shall maintain hygiene and cleanliness on the premises.
- b) Students shall always carry their identity card - which must have his/her photograph duly attested, and show it when asked to, by the security staff or other designated authorities of DGMC.
- c) Students shall NOT carry refreshments including tea/coffee, etc. to the classroom, library, iMac lab, Sound Lab, Colour Grading room, Shooting Studio.
- d) Students shall NOT display notices/posters on the glass panes, walls of the classrooms/institute, and other places on DGMC, without prior and official permission of the institution head.
- e) Students shall NOT damage the walls/premises/any other institutional infrastructure, during the daily academic course or before/during/after any event. Anyone found guilty of the same will be duly punished.
- f) Students shall NOT play computer games during lectures.
- g) Students shall NOT use mobile phone/s during academic lectures/on the premises/in the Library/Mac Lab, unless allowed/instructed by the faculty. Disciplinary action will be taken against students found using mobile phones during classroom lectures which is not allowed/instructed by the faculty.
- h) Students shall NOT indulge/instigate any unruly behaviour inside the campus/before, during, after any event, which may bring disrepute to the Institute.
- I) Students shall NOT indulge in any unethical practices viz - use of drugs, alcoholic drinks, mental/physical harassment, bullying, eve-teasing, rude/unruly behaviour during a lecture or while on campus with the teaching/non-teaching staff or other students.
- j) Students shall NOT indulge in any act of physical intimacy within the campus premises.
- k) Students shall NOT loiter in the College premises while the classes are going on.
- l) Students shall NOT carry firearms or weapons of any kind within the campus.
- m) Students shall NOT spoil the ambience of the classroom during lecture hours/peaceful ambience of the campus by shouting, playing loud music or by creating noise of any other kind.
- n) Students shall NOT form any society/association of any kind in the College and no person invited to address a meeting without the principal's prior permission.
- o) Students shall NOT collect any money or contribution for picnic, trip, and educational visit to a place, get together, study notes, charity or any other activity without prior sanction from the principal.
- p) Students shall NOT be allowed to take active part in current politics.
- q) Students shall NOT communicate any information or write about matters dealing with the College administration to the traditional/social media.
- r) Students shall NOT leave their books, valuables and other belongings in the classroom.
- s) Students shall NOT be involved in any insubordination and abusive language or misconduct. Any act/event found on the student's part regarding this will be sufficient reasons for his/her suspension or dismissal.
- t) The College is not responsible for the loss of any student's property. However, students may make a claim for lost property at the administration office if it is deposited in the lost and found box.
- u) Students applying for certificates, testimonials, etc. and those requiring the principal's signature on any kind of document or application should first submit a written application for such a requisition to the college office. Students should not bring any paper directly to the program in-charge/faculty/Principal. Students are requested to visit the website for all the relevant forms / requisition and submit the same with relevant documentation.
- v) If, for any reason, the continuance of a student in the college, is, in the opinion of the principal, detrimental to the best interest of the college, the Principal may initiate appropriate action, which may lead to suspension or rustication of such a student.



- w) Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance, satisfactory progress and good results at the examinations.
- x) It is the responsibility of the student to read the notices displayed on notice boards and the college website regularly for important announcements made by the College from time to time. They will not be excused or be given any concession on grounds of ignorance.
- y) Matters not covered by the existing rules will be at the absolute discretion of the Principal.

### Anti-Ragging Norms

- Students indulging in ragging other students will be punished as per ‘The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15th May 1999’.
- In pursuance to the judgement of the Hon’ble Supreme Court of India dated 08.05.2009 in Civil Appeal No.887/2009, the University Grants Commission has framed “UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009” which have been notified on 4th July,2009 in the Gazette of India”.
- Ragging is cognizable offence under the law on par with rape and other atrocities against women and ill-treatment towards persons belonging to SC/ST.

### **The institution shall punish student/s found guilty of ragging after following the procedure and the manner prescribed herein under :**

- I. I) The Anti-Ragging Committee of the institution shall take an appropriate decision, regarding punishment or otherwise, depending on the facts of each incident of ragging, and nature and gravity of the incident of ragging, established in the recommendation of the Anti-Ragging Squad.
- ii. II) The Anti-Ragging Committee may, depending upon the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, viz –
  - a. Suspension from attending classes and academic privileges.
  - b. Withholding/withdrawing scholarship/fellowship and other benefits
  - c. Debarring from appearing in any test/examination or other evaluation process.
  - d. Withholding results.
  - e. Debarring from representing the institution in any regional/ national or international meet, tournament, youth festival, etc.
  - f. Suspension/expulsion from the hostel.
  - g. Cancellation of admission.
  - h. Rustication from the institution for a period of ranging from semesters one to four.
  - I. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - j. Provided that where the person committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

**DGMC's Training & Placement Cell - TAP is primarily responsible in ensuring that students across all courses are provided with necessary training to ensure they are equipped with the right skill sets to be placed upon their exit from the college.**

**Objective:**

- a) Providing Training & Placement process awareness to first year students.
- b) To build the bridge between industry and academia.
- c) Organizing Pre- Placement Training's.
- d) Planning and organizing various Placement drives in campus.

**The Process encompasses three stages:**

**Stage 1 - Basic (FY BAMMC/BAFTNMP and FY MA)**

The goal here is to register, introduce and train students in the basic modalities of training skill sets. Topics such as basic proficiency in language, public speaking, business English, Introduction to soft skills and personality development among various others will be delivered. This will be followed by an evaluation and then the students who satisfy the evaluation criteria shall be given a live project to work on.

**Stage 2 - Intermediate (SY BAMMC/BAFTNMP and SY MA)**

In this module, emphasis shall be placed on exploring internship opportunities based specialization. Students should be able to understand the principle of effective workplace communication; to identify and develop appropriate conflict resolution skills; to communicate effectively using various written workplace documents such as business letters, emails and phone messages. An emphasis will be on the presentation skills, soft skills, SWOT, CV, LinkedIn presence, stress and anger management. After evaluation, students who satisfy the evaluation criteria shall be provided with an internship opportunity.

**Stage 3 - Advance (TY BAMMC/BAFTNMP and TY MA)**

In the final part, the emphasis shall be on Identifying potential career paths, make a decision on the best option and develop an action plan. This will also include exploring placement opportunities, CV building, company profiling, work ethics, and cultural sensitivity. After the final evaluation, students who satisfy the evaluation criteria shall be offered a full time job opportunity in the select field of their specialisation.

**Highlights:**

**H1:** At the end of First Year, Tap Students are provided with LIVE PROJECTS. The evaluation is concluded on the basis of the student performance in these live projects and only then the student is allowed to proceed further.

**H2:** At the end of the Second Year, the qualified TAP students are provided with 60 day Internships. These internships are based on the internal performance of the students during their second year and their 'macro' are of interest. Their evaluation is concluded on the basis of their performance in the internship and the feedback received from their industry in charge.

**H3:** At the end of the third year, the qualified TAP students are provided with 90 day internships with an option to further the same into a permanent job. This means that the student at the end of third year stands to enter a job in the field of their choice and training and walk away with a competitive package in the media sector.

### **Students' Council Committee**

The Students' Council of a college is the apex body in the college which acts as a liaison between the students and the college authorities. The Students' Council of DGMC has been effectively coordinating with different stakeholders and organising relevant activities for the enrichment of the students.

### **The Cultural Club**

The cultural club is one such club which provides a platform to the students to showcase their talent in dance, music & Theatre. It is through this club that we aim not only to promote & recognise talent but also give them due training and send this pools of talented student to participate in various Intercollegiate festivals and the Youth Festival of the University of Mumbai. The objective of this club is to Tap the talent, cultivate it, train the student and help them to master the art.

### **NSS Club**

'Not Me But You' has been the motto of the National Service Scheme (NSS), and the NSS volunteers at DGMC have strived hard to honour this motto. The NSS club at DGMC was established in 2021, it is a sub unit of the National Service Scheme under University of Mumbai. Students who wish to make a difference to the society bring a smile on the faces of the not so privileged members of the society, what to give back to the society, happily join and working this club. Every students who joins the NSS and completes 120 hrs is eligible od 10 Grace marks under ordinance 0.229 of the university of Mumbai and if the student completes 240 hrs is eligible for a Govt. Certificate.

### **Rotaract Club**

The Rotaract Club of DGMC was installed during the pandemic year 2020. In Rotaract, the efforts begin at the community level but transgress to far greater horizons in latitude and magnitude. As a Rotaractor, you make a solemn agreement with yourself, to move out of your zone of complacency and decide how to organize and run your club, manage your own funds, and plan and conduct activities in the various avenues like entrepreneurship development, professional development, community service, physical fitness and sports to name a few. Rotaractor, also takes up stand-alone service project of either adopting a village or a school in a tribal area or any relevant project that would make a difference to society around.

### **Sports Club**

The Club offers the students an opportunity to organise and participate in variety of sports and recreation activity. The spots club is also responsible to organise talks on healthy lifestyle, importance of mental and physical fitness and health, Inter – Institute sports festival and all-time favourite annual sports day.

### **Fine Arts Club**

A campus poised on sheer media thrills requires a balancing dose of art so that aesthetics and beauty around us are not forgotten. The motto of the Fine Arts Club is to inspire and enable our students to actively learn and develop their talent and skills that will develop artistic expression. DGMC Fine Arts Club gives our students a broader view of art and many forms like Painting, Poster Designing, Clay Modelling, Collage, Cartooning, Pencil Drawing etc. Students are encouraged to participate in inter collegiate and other competitions through the fine arts. The club fosters a sense of camaraderie for fellow art students so that they can support each other in their artistic pursuits.

### **Literati Club**

The Literati Club aims to develop analytical and creative thinking skills. It offers opportunities to appreciate diverse types of literature and increase their own literary skills. The Literary Club aims at not only refining the literary skills of the students but also developing in them critical thinking, logic and curiosity to know more and to instil in them a confidence to speak well. It is a club made for people who love literature, and want to share their experiences, readings and thoughts with others who have the same

interest and talent. It is also a wonderful opportunity to meet new people and make new friends with common interests. It is a place for cooperative learning. Students help each other understand a text and make sense of it thus making it a place of collaboration.

### **Film Club**

The Film Club at DGMC organizes regular screening of artistic cinema, documentaries and short films under their Friday series session “BIOSCOPE”. This forum provides the students an opportunity to watch, discuss and review films. Moreover, it is a fantastic launch-pad for the student aspirants in the field, exposing them to liberal arts and critical thinking. The Film club also represents the Mumbai India Film festival held by the films division of Mumbai , it also encourages students to participate and send their short films to various film festivals.

### **Photography & Cinematography Club**

DGMC’s Photography & Cinematography Club caters to develop the skills of young talented students into being good photographers and cinematographers. The aim of the club is to conduct workshops in this domain and teach different aspects of photography, Cinematography and importance of Lighting.

### **Advertising and Brand Club**

The advertising and branding club of DGMC, is a group of ardent "creative" minds striving to put all the branding theories into practice. The club aims to offer students an all-round experience of advertising through industry interactions and on-campus activities. All events and activities that are curated are designed to ignite the creative minds of the students and to offer them a platform to apply their curricular learnings.



## Institutional Committees

### Notes:

Ms. Bhavisha Shah & Sunita Cordeiro has been appointed as the Staff Secretary for the academic year 2022-2023.

### Admission Committee

<b>Convener</b>	Dr Ameer Vora - Convener
<b>Co-convener</b>	Anirbaan Ghosh
	Yashwant Baing, Registrar – DGMC
<b>Scrutiny and document Verification Committee:</b>	<p><b>For BAMMC (OPEN CATEGORY)</b> a.Kinjal Seth Tandon b.Ponselvi S</p> <p><b>For BAFTNMP (OPEN CATEGORY)</b> a. Kanchan Luthra b. Dr. Kiran Walia</p> <p><b>For BAMMC and BAFTNMP (HINDI LINGUISTIC MINORITY)</b> a.Srinivasrao C b.Bhavisha Shah</p> <p><b>For BAMMC and BAFTNMP (SPORTS/CULTURAL/PH/LD)</b> a.Viraj Bandekar b.Shalu Balan c.Sudeep Mehta</p> <p><b>For MACJ/MAFTNMP:</b> a.Ponselvi S</p>
<b>Non-Teaching Staff: Computer /ERP entry</b>	<p>a. Devendra Koli - BAMMC b. Shravani Vichare - BAFTNMP c. Sarika Shah - MACJ, MAFTNMP &amp; PGP d. Suchit Sawant - computer help desk For students with queries in computer lab</p>

### Attendance Committee

<b>Chairperson</b>	Ponselvi S
	Viraj Bandekar
	Sudeep Mehta
	Devendra Koli

### Examination Committee

<b>Chairperson</b>	Kanchan Luthra
	Dr. Kiran Walia
	Sudeep Mehta
	Sarika Shah
	Suchit Sawant

## Discipline Committee

Chairperson	Srinivasrao Challapalli
	Sudeep Mehta
	Bhavisha Shah

## CAP Round

Chairperson	Kinjal Tandon
	Viraj Bandekar
	Bhavisha Shah
	Devendra Koli
	Shravani Vichare
	Sushant and Ajinkya

## Students Grievance Redressal Committee

Chairperson	Kanchan Luthra
Member	Rakhi Patekar
Member Secretary	Viraj Bandekar

## Unfair-means Inquiry Committee

Chairperson	Anirbaan Ghosh
Member	Srinivasrao Challapalli
Member Secretary	Ponselvi S

## Anti-ragging Committee

Chairperson	Yashwant Baing
	Sarika Shah
	Shravani Vichare

## IQAC Committee:

IQAC Co-coordinator	Anirbaan Ghosh
	Kinjal Tandon
	Kanchan Luthra
	Dr. Kiran Walia
	Viraj Bandekar
	Shalu Balan
	Bhavisha Shah
	Ponselvi S

## Library Committee:

Chairperson	Rakhi Patekar
	Srinivasrao Challapalli
	Anirbaan Ghosh
	Kinjal Tandon

### Training & Placement Cell Committee:

<b>Chairperson</b>	Anirbaan Ghosh
	Kinjal Tandon
	Dr. Kiran Walia
	Shravani Vichare
<b>Teachers for training sessions</b>	Bhavisha Shah
	Ponselvi S
	Kanchan Luthra

### Women Development Cell

<b>Chairperson</b>	Dr. Kiran Walia
	Kanchan Luthra
	Shalu Balan
	Sunita Cordeiro
	Student Representative:
	CR – BA FTNMP
	CR – BAMMC
	CR – MACJ
	CR - MAFTNMP
NGO	Vaccha – Darshana Joshi

### Student Council Committee

<b>Chairperson</b>	Anirbaan Ghosh
	Srinivasrao Challapalli
	Kinjal Tandon

### Scholarship / Free-ship Committee

<b>Convener</b>	Yashwant Baing
	Suchit Sawant
	Vinayak Nagula

### Cultural Committee

<b>Convener</b>	Kinjal Tandon
	Chandroday Ghosh
	Sudeep Mehta

### NSS Committee

<b>Convener</b>	Viraj Bandekar
	Bhavisha Shah
	Shravani Vichare

### Rotaract Committee

<b>Convener</b>	Ponselvi S
	Shalu Balan

## Sports Club

Chairperson	Shalu Balan
	Viraj Bandekar

## Fine Arts Committee

Chairperson	Shalu Balan

## Seminars/Conferences/ Workshops

Chairperson	Dr. Ameer Vora
Members	Ponselvi
	Kanchan Luthra
	Dr. Kiran Walia
	Shalu Balan
	Sunita Cordeiro

## Literati Club

Chairperson	Ponselvi S
	Bhavisha Shah

## Film Society

Chairperson	Srinivasrao Challapalli
	Sudeep Mehta

## Photography & Cinematography Club

Chairperson	Sudeep Mehta
	Srinivasrao Challapalli
	Viraj Bandekar

## Advertising & Branding Club

Chairperson	Kinjal Tandon
	Srinivasrao Challapalli

## Guest Lecture Series Committee

Chairperson	Anirbaan Ghosh
	Dr. Kiran Walia
	Sunita Cordeiro

## Core Committee – DGMC Magazine

Convener	Dr. Kiran Walia
	Ponselvi
	Bhavisha Shah
	Shalu Balan
	Sunita Cordeiro

## Radio Club

Convener	Chandroday Ghosh
	Ponselvi
	Bhavisha Shah
	Kinjal Tandon



## Scholarships

IRB Scholarship Endowment Fund To encourage the meritorious students, DGMC has introduced IRB Scholarship Endowment Fund. The IRB Scholarship is a merit-based award that recognizes high academic achievement within the institute. IRB Scholarship Endowment Fund is sponsored by Infrastructure Developers Ltd. which provides scholarships to meritorious students of all the institutions of Rajasthani Sammelan Education Trust. This initiative aims to encourage brilliant students to achieve further excellence in education. By these scholarship, meritorious students will be further motivated to work hard and give their best performance in academics. The scholars are selected by a panel of faculty from DGMC and forwarded to the trustees of the Rajasthani Sammelan Education Trust for final

BKT Endowment Freeship Fund has been introduced to provide freeship to those students who cannot afford education due to lack of funds. BKT Endowment Freeship Fund provides opportunity to many deserving students to obtain suitable education and thereby make progress in their life by becoming adequately qualified. BKT Endowment Freeship Fund is sponsored by Balkrishna Industries Ltd. to award freeships to deserving students of all the institutions of Rajasthani Sammelan Education Trust.

Jankidevi Bilasrai Bubna Endowment Freeship Fund gives freeships to the needy and deserving students studying in various educational institutes of RSET. The Jankidevi Bilasrai Bubna Endowment Freeship gives the much needed financial support to such students who do not have the financial support to pursue their education



## Admission Cancellation Policy:

Application for cancellation of admission should be made in the prescribed form. Cancellation should be authorised by the Principal. For all Mumbai University Programmes, the cancellation policy stipulated by the University of Mumbai will apply.

### Refund Policy – UOM

Rules regarding refund of fees in case of cancellation of admission are applicable as per University norms (University Circular No. UG/412 of 2008 dated 11th Sept 2008).

Table-1: Fee Deduction on cancellation of admission

Period and percentage of deduction charges					
(i)	(ii)	(iii)	(iv)	(v)	(vi)
* Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term of the course.	From 21 <sup>st</sup> day upto 50 days after commencement of the academic term of the course.	From 51 <sup>st</sup> day upto 80 days after the commencement of academic term of the course or August 31 <sup>st</sup> whichever is earlier.	From September 1 <sup>st</sup> to September 30 <sup>th</sup> .	After September 30 <sup>th</sup> .
<b>Rs. 500/ - lump sum</b>	20% of the total amount of fees.	30% of the total amount of fees.	50% of the total amount of fees.	60% of the total amount of fees.	100% of the total amount of fees.

### Ordinance 2859 of University of Mumbai

#### Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in under graduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognised Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows:

The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:

- I. All the fee items chargeable for one year are as per relevant University circulars for different Faculties. (excluding the courses for which the total amount is fixed by other competent authorities).
- II. The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam fee and Enrollment fee) are non-refundable.
- III. Fee collected for Identity card and Library card, admission form and prospectus, enrolment and any other course specific fee are not refundable after the commencement of the academic term.
- IV. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be refunded at the time of Cancellation on production of original fee receipt. Deposits not claimed within one year of leaving the college or cancellation of admission will be forfeited.
- V. Provided that wherever admissions are made through centralised admission process for professional and/or for any other courses by other competent authorities (as per the rules of relevant agencies) for the Ist year admissions. In case of admission to subsequent years of the courses, O.2859 is applicable for cancellation of admission.
- VI. provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses.

For the students who are leaving the college after completion of studies, schedule for the refund of deposit will be put up on the college notice board after the declaration of the University result of the relevant course. For those students who cancel their admission in the middle of the course, the amounts of deposits will be refunded to the student after 30 days from the date of receipt of their application duly signed by student and NOC from departments concerned.

### **Post Graduate Courses:**

#### **Vide University Circular UG/ 253 OF 1996.(0.3574)**

- I. The registration fees once paid for the PG course will not be refunded for any reason.
- II. The Tuition fee paid by the candidate for the course in which he/she is registered as a PG student will be refunded to him/her if he/she leaves the said course without attending any lectures, seminars or practical, subject to a deduction of 25% of the tuition fee. The application by the candidate for such refund will only be entrained if it is received by the Principal/Registrar/Head of Department within Fifteen days of the date of commencement of the lectures of the academic year in which the fees is paid.
- III. The Tuition fee paid by the candidate for the course in which he/she is registered as a PG student will be refunded to him/her if he/she leaves the said course and joins another course of this University for which he/she applied at the same University admission is made later, subject to a deduction of 25% of the tuition fee.

### **NOTES RELATING TO FEE CONCESSION:**

Students belonging to reserved category are eligible for fee concession. Those who are desirous of availing such facility should produce Caste Certificate duly certified by the government authority at the time of admission and should fill the prescribed Government free-ship / scholarship form with necessary documents within the due date on notification by the college and relevant notice for the same will be circulated in the Classrooms as well as will be displayed in the Notice Board. Those students who fail to fill the form in time are liable to pay the full fees



## Regulation for Prevention and control of Raging

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, Ragging in any form/act/word/deed is STRICTLY PROHIBITED. Student(s) found indulging in ragging will be handed down exemplary punishment and justifiable harsh to act as a deterrent against recurrence of such incidents.

**Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-**

- a. Cancellation of admission
- b. Suspension from attending classes
- c. Withholding/withdrawing scholarship/ fellowship and other benefits
- d. Debarring from appearing in any test/examination or other evaluation process
- e. Withholding results
- f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- g. Suspension/expulsion from the hostel
- h. Rustication from the institution for a period ranging from 1 to 4 semesters
- i. Expulsion from the institution and consequent debarring from admission to any other institution.
- j. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure
- k. community pressure on the potential ragers.



# Student's Appendix

Annexure – I : ATKT External Exam DGMC



RSET's  
Deviprasad Goenka  
management college of media studies  
INDIA'S PREMIER MEDIA SCHOOL

DGMC - EF - 4

Application for Semester I/II/III/IV ATKT

## External Exam

FY/SY \_\_\_\_\_ Course Month/Year : \_\_\_\_\_

1. Details Of Current year : Class : \_\_\_\_\_ Div : \_\_\_\_\_ Roll No : \_\_\_\_\_ 2. Name Of the Candidate : \_\_\_\_\_ 3. Address & Ph No : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Student Type : Student /Ex Student :

5. Lower Exam Details :

Semester	Roll No	Passing Month	Year
I			
II			
III			
IV			

6. Failed in which Semester : \_\_\_\_\_ Seat No : \_\_\_\_\_

Sr No	Subject	Internal Marks	External Marks	Total	Remarks
1					
2					
3					
4					
5					
6					
7					

Date: \_\_\_\_\_ Signature of the student



DGMC - EF – 3

Application for Semester I/II/III/IV ATKT

## Internal Exam

FY/SY \_\_\_\_\_ Course Month/Year : \_\_\_\_\_

1. Details Of Current year : Class : \_\_\_\_\_ Div : \_\_\_\_\_ Roll No : \_\_\_\_\_
2. Name Of the Candidate : \_\_\_\_\_
3. Address & Ph No : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Student Type : Student /Ex Student :

5. Lower Exam Details :

Semester	Roll No	Passing Month	Year
I			
II			
III			
IV			

6. Failed in which Semester : \_\_\_\_\_ Seat No : \_\_\_\_\_

Sr No	Subject	Internal Marks	External Marks	Total	Remarks
1					
2					
3					
4					
5					
6					
7					

Date: \_\_\_\_\_

Signature of the student

**Annexure – III : Local Railway Concession**



**Deviprasad Goenka Management College of Media Studies (DGMC)  
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India**

**LOCAL RAILWAY CONCESSION FORM**

Date: - \_\_\_\_\_

To,  
The Principal,  
Deviprasad Goenka Management College of Media Studies,  
Malad (West), Mumbai – 400 064

Sir / Madam,  
Please issue me a Local Railway Concession. My details are as follows

Name in Full: \_\_\_\_\_

Course / Year: \_\_\_\_\_

Date of birth \_\_\_\_\_

Completed Age \_\_\_\_\_

Residential Address: -  
\_\_\_\_\_  
\_\_\_\_\_

Travel from: \_\_\_\_\_ to Malad

Period for travelling:            MONTHLY / QUARTERLY

Class of Travel:                    FIRST / SECOND

Previous Concession No. if any: - \_\_\_\_\_  
(Attached Fee Slip and Residence Proof)

Signature of Student



**Requisition form for allotment of 7<sup>th</sup> Floor Studio**

Date:.....

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Studio facility.

The details are as follows:

Sr. no.	Name of the student	Class/Div/Roll. No.	Phone no.	Email	Signature
1					
2					
3					
4					
5					

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date:..... Time: from.....to.....

Subject \_\_\_\_\_ Project assigned by \_\_\_\_\_ Date of Submission \_\_\_\_\_

- 1) Signature (Faculty-in-charge) \_\_\_\_\_
- 2) Signature (Principal/Program Coordinator / Registrar) \_\_\_\_\_

**Note:**

- a) All students must carry their ID card.
- b) Students must assure that there shall be no disturbance or damage of any kind inside the Studio.
- c) No data should be stored in the Studio machine
- d) Any data stored by the students will be deleted on a regular basis by the concerned department, kindly store and save your data in your drives/ pen drive, etc.
- e) Switch off the lights and AC after use to avoid unnecessary consumption of electricity.
- f) Make sure you arrange the chairs, etc. and keep the studio neat and clean
- g) Any students found misusing the facility (listening to song, downloading videos, using studio for their personal projects) will not be allowed to use this facility for any future college assignment/projects.

**Declaration**

We undertake the full responsibility in case of any damage or disturbance during our use of the Studio.

Sincerely, \_\_\_\_\_ (Full name, Signature & date)





**Deviprasad Goenka Management College of Media Studies (DGMC)  
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India**

**Requisition form for allotment of IMac LAB**

Dated:.....

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Computer facility. The details are as follows:

Sr. no.	Name of the student	Class/Div/Roll. No.	Phone no.	Email	Sign
1					
2					
3					
4					
5					

Computer no.	Project name	Allotted by
1		
2		
3		
4		
5		

Date:..... Time: from.....to.....

Subject \_\_\_\_\_ Project assigned by \_\_\_\_\_

Date of Submission \_\_\_\_\_

- 1) Signature (Faculty-in-charge) \_\_\_\_\_
- 2) Signature (Principal/Program Coordinator / Registrar) \_\_\_\_\_

**Note:**

- a) All students must carry their ID card.
- b) Students must assure that there shall be no disturbance or damage of any kind inside the IMac Lab.
- c) No data should be stored in the IMac computers
- d) Any data stored by the students will be deleted on a regular basis by the IT department, kindly store and save your data in your drives/ pen drive, etc.
- e) Switch off the computers after use to avoid unnecessary consumption of electricity.
- f) Make sure you arrange the chairs, etc. and keep the lab neat and clean
- g) Any students found misusing the IMac Lab (listening to song, downloading videos, using lab for their personal projects) will not be allowed to use the IMac lab for any future college assignment/projects.

**Declaration**

We undertake the full responsibility in case of any damage or disturbance during our use of the IMac lab.

Sincerely, \_\_\_\_\_ (Full name, Signature & date)

Annexure – VI : Requisition Request for Sound Studio



Deviprasad Goenka Management College of Media Studies (DGMC)  
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

Requisition Form for Allotment of Sound Studio

Dated:.....

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Sound Studio facility.  
The details are as follows:

Sr. no.	Name of the student	Class/Div/Roll. No.	Phone no.	Email	Sign
1					
2					
3					
4					
5					

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:..... Time: from.....to.....  
Subject\_\_\_\_\_ Project assigned by\_\_\_\_\_ Date of Submission\_\_\_\_\_

- 1) Signature (Faculty-in-charge)\_\_\_\_\_
- 2) Signature (Principal/Program Coordinator / Registrar)\_\_\_\_\_

**Note:**

- a) All students must carry their ID card.
- b) Students must assure that there shall be no disturbance or damage of any kind inside the Studio.
- c) No data should be stored in the Studio machine
- d) Any data stored by the students will be deleted on a regular basis by the concerned department, kindly store and save your data in your drives/ pen drive, etc.
- e) Switch off the lights and AC after use to avoid unnecessary consumption of electricity.
- f) Make sure you arrange the chairs, etc. and keep the studio neat and clean
- g) Any students found misusing the facility (listening to song, downloading videos, using studio for their personal projects) will not be allowed to use this facility for any future college assignment/projects.

**Declaration**

We undertake the full responsibility in case of any damage or disturbance during our use of the Studio.

Sincerely, \_\_\_\_\_ (Full name, Signature & date)



**Deviprasad Goenka Management College of Media Studies (DGMC)  
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India**

**APPLICATION FOR MEDICAL CERTIFICATE**

**From:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Class / Div:** \_\_\_\_\_

**Roll No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

The Principal  
DGMC – Malad West.

Dear Sir / Madam,

I could not attend my regular classes from \_\_\_\_\_ to \_\_\_\_\_ (both days inclusive) on account of the following illness

\_\_\_\_\_

I have remained partially / totally absent from the \_\_\_\_\_ Examination / Test held on \_\_\_\_\_ to \_\_\_\_\_ on account of the following health problem

\_\_\_\_\_

Medical Certificate dates \_\_\_\_\_ issued by Dr. \_\_\_\_\_ as required by rules is attached.

Yours faithfully,

(Signature of Student)

(Countersign of Parent / Guardian)

**RULES:**

1. Fully completed and signed application form should be given in the office during office hours on any working day within THREE DAYS of resuming attendance.
2. The medical certificate submitted does not amount attending classes or examination or test. It only explains the medical condition of student.
3. Medical Certificate without specifying the exact dates should not be accepted.
4. If student is absent for more than three days, details of medical report, pathology test, X-ray reports, etc. should be submitted.



From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_   
Tel: \_\_\_\_\_  
Date: \_\_\_\_\_

To,  
The Principal  
Deviprasad Goenka Management College of Media Studies  
RSET Campus, SV Road, Malad West, Mumbai – 400 064

**SUBJECT: APPLICATION FOR NO OBJECTION CERTIFICATE**

Respected Sir / Madam,

I, Mr. / Ms. \_\_\_\_\_, student of your college is / was studying in Class: \_\_\_\_\_ DIV: \_\_\_\_\_ Roll No. \_\_\_\_\_, during the Academic Year: \_\_\_\_\_. PRN No. \_\_\_\_\_

I intend to join \_\_\_\_\_ college / institute during the Academic Year \_\_\_\_\_ for that I wish to apply for the same.

I am submitting the following photocopy of the documents (Mark-sheet / Fee Receipt / I-Card)

- 1. FYBAMMC / FYBAFTNMP
- 2. SYBAMMC / SYBAFTNMP

Signature of the Parents \_\_\_\_\_ Signature of the students: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Annexure – IX : Application for Admission Cancellation



Deviprasad Goenka Management  
College of Media Studies (DGMC)  
RSET Campus, S. V. Road, Malad (w),  
Mumbai 400 064, Maharashtra, India

**ADMISSION CANCELLATION FORM**

Date: \_\_\_\_\_ Division: \_\_\_\_\_ Roll No.: \_\_\_\_\_

**DETAILS OF THE STUDENT**

Name of the Student: \_\_\_\_\_ Class: \_\_\_\_\_  
(Write in **BLOCK** letters – please start with **Surname First**)

Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email ID: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

S. B. Account No. \_\_\_\_\_ IFSC Code: \_\_\_\_\_

**REASON FOR CANCELLATION**

Indicate your reason for cancellation in space provided below:

\_\_\_\_\_

Signature of the Student: \_\_\_\_\_ Signature of the  
Parent \_\_\_\_\_

\_\_\_\_\_

**COLLEGE USE ONLY**

Head of the College Remarks for Cancellation: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Signature of Course Coordinator: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Signature of Approver: \_\_\_\_\_

Office Staff Signature & Date: \_\_\_\_\_ Entered in ERP by: \_\_\_\_\_ Date: \_\_\_\_\_



Deviprasad Goenka Management College of Media Studies (DGMC)  
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

**Library & Caution Money Deposit**

Respected Sir / Madam,

I, Mr./Ms.....hereby request you to refund of Library and Caution Money Deposit which I had paid during the First Year admission vide- Receipt No..... dated .....in the class of FY..... Div..... Roll No.....

Yours faithfully,

.....  
Signature of the Student

**Please provide the following Bank details –**

Name of the Bank : .....  
Bank Saving A/c. No. : ..... IFSC Code .....

**Encl :**

- 1] **Original Fees Receipt of Sem I, Sem III & Sem IV**
- 2] **Xerox copy of Bank Pass Book (1<sup>st</sup> Page) or Cancel Cheque xerox**

.....

Received application for refund of Library and Caution Money Deposit from ..... of Class  
FY ..... Div.....Roll No..... Receipt No.....Date .....

**Date :** .....

**Receiver's Signature** .....

Annexure – XI : Application for Transcript



From: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Principal  
Deviprasad Goenka Management College of Media Studies  
RSET Campus, SV Road, Malad West, Mumbai – 400 064

**SUBJECT: APPLICATION FOR TRANSCRIPT**

Respected Sir / Madam,

I, Mr. / Ms. \_\_\_\_\_, student of your  
college is / was studying in Class: \_\_\_\_\_ DIV: \_\_\_\_\_ Roll No. \_\_\_\_\_, during  
the Academic Year: \_\_\_\_\_. PRN No. \_\_\_\_\_

**State reason for obtaining a Transcript:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am submitting the following photocopy of the documents (Mark-sheet of all semester / Fee Receipt / I-Card)

1. FYBAMMC / FYBAFTNMP
2. SYBAMMC / SYBAFTNMP
3. TYBMM / TYBAMMC / TYBAFTNMP
4. MACJ – Part I / II
5. MAFTNMP – Part I / II

**Name & Signature of the student:** \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Official Use:**

Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

**Fees:** Rs. 1000/- for 3 copies. Additional copies at Rs. 250/- per copy.

Annexure – XII : Application for Bonafide Certificate



From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_   
Tel: \_\_\_\_\_  
Date: \_\_\_\_\_

To,  
The Principal  
Deviprasad Goenka Management College of Media Studies  
RSET Campus, SV Road, Malad West, Mumbai – 400 064

**SUBJECT: APPLICATION FOR BONAFIDE CERTIFICATE**

Respected Sir / Madam,

I, Mr. / Ms. \_\_\_\_\_, student of your college is / was studying in Class: \_\_\_\_\_ DIV: \_\_\_\_\_ Roll No. \_\_\_\_\_, during the Academic Year: \_\_\_\_\_. PRN No. \_\_\_\_\_

**I kindly request you to provide a Bonafide Certificate for the following reasons (State your reason below):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

Name:  
Contact No.  
Email ID:

Signature of the Parent \_\_\_\_\_ Signature of the student: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Fess: Rs. 100/- per each copy



Annexure – XIII : Application for Letter of Recommendation



From: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Principal  
Deviprasad Goenka Management College of Media Studies  
RSET Campus, SV Road, Malad West, Mumbai – 400 064

**SUBJECT: APPLICATION FOR LETTER OF RECOMMENDATION**

Respected Sir / Madam,

I, Mr. / Ms. \_\_\_\_\_, student of your college is / was studying in Class: \_\_\_\_\_ DIV: \_\_\_\_\_ Roll No. \_\_\_\_\_, during the Academic Year: \_\_\_\_\_.

I intend to prepare (reason) \_\_\_\_\_ during the academic \_\_\_\_\_ for that I wish to apply for the same.

I am submitting the following photocopy of the documents (Mark-sheet / Fee Receipt / I-Card/ Draft)

Recommended by:

Sr. No.	Recommended by Faculty Name	Signature

**Note:** Kindly provide draft of the content required in the letter.

**Name & Signature of the student:** \_\_\_\_\_

**Official Use:**

Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

**Fees:** Rs. 100/- per copy of LOR / per faculty.



Name of the Student:.....  
Contact No. :.....

To,  
The Principal  
RSET's DGMCMS  
R.S. Campus, S.V. Road, Malad (West),  
Mumbai – 400 064

SUB : Deposit Refund

Respected Sir / Madam,

I, Mr./Ms.....hereby request you to  
Refund my Deposit, which I had paid during the First Year admission vide -  
Receipt No..... dated ..... In the class of FY..... Div.....Roll No.....

Yours faithfully,

.....  
Signature of the Student

**Please provide the following Bank details –**

**Name of the Bank** : .....  
**Bank Saving A/c. No.** : ..... **IFSC Code** .....

**Encl :**

- 1] Original Fees Receipt
- 2] Cancel Cheque / Xerox copy of Bank Pass Book (1<sup>st</sup> Page)

.....  
OFFICE USE

**Received application for refund of Security Deposit from**  
**Ms/Mr..... of Class**  
**FY ..... Div.....Roll No..... Receipt No.....Date .....**

**Date** : ..... **Receiver's Signature** .....



## Institutions



Kudilal Govindram Seksaria  
**sarvodaya school**  
INSPIRE, INVENT, INITIATE



Kudilal Govindram Seksaria  
**english school**  
INSPIRE, INVENT, INITIATE



Ramniwas Bajaj  
**english high school**  
UNLEASH YOUR POTENTIAL



Mainadevi Bajaj  
**international school**  
GIVING WINGS TO YOUR DREAMS



Durgadevi Saraf  
**junior college**  
IN PURSUIT OF EXCELLENCE



Ghanshyamdas Saraf  
**college of arts & commerce**  
EDUCATION EMPOWERS



Kirandevi Saraf  
**institute of complete learning**  
WIDENING HORIZONS



Durgadevi Saraf  
**institute of management studies**  
WE CREATE LEADERS



Durgadevi Saraf  
**global business school**  
LEARN AND INSPIRE



Deviprasad Goenka  
**management college of media studies**  
INDIA'S PREMIER MEDIA SCHOOL



Ladhidevi Ramdhar Maheshwari  
**night college of commerce**  
ENLIGHTENING FUTURE



Ramdhar Maheshwari  
**career counseling centre**  
STEERING TO SUCCESS



Kunjibihari S. Goyal  
**online academy**  
LEARNING BEYOND BOUNDARIES



Draupadidevi Sanwormal  
**women's hostel**  
HEAVENLY DOMICILE



Pravinchandra D. Shah  
**sports academy**  
FITNESS REGIME



RS CA  
**study centre**  
INTELLECTION HUB



Mainadevi Bajaj  
**international playschool**  
YOUNG EVOLVING MINDS



Jankidevi Bilasrai Bubna  
**boys hostel**  
A WISE HIVE



Nalini Shah  
**music academy**  
MUSICAL HARMONY



Rajasthani Sammelan  
**skill development centre**  
SCULPTING SKILLS

## Endowment Funds & Research Chair



Remsons Group  
**management research centre**  
MANAGEMENT RESEARCH



I R B  
**scholarship endowment fund**  
HONOURING EXCELLENCE



B K T  
**endowment freeship fund**  
FOSTERING KNOWLEDGE



Jankidevi Bilasrai Bubna  
**endowment freeship fund**  
EMBOLDENING STRENGTHS

## Facilities



Dhurmaj Bajaj  
**bhavan**  
COMMUNITY PARADISE



Durgadevi Saraf  
**hall**  
TREASURING MEMORIES



Trivenidevi Deora  
**chikitsa sahayata kosh**  
HELPING TO HEAL



Ramnarayan Saraf  
**educational outlet**  
ONE STOP EDU-SHOP



Vijay Pal Singh  
**health centre**  
WEALTH OF WELLBEING



Kirandevi Saraf  
**library and reading room**  
WORLD OF KNOWLEDGE



Rajasthani Sammelan  
**I.T. hub**  
LINKING GLOBALLY



Rajasthani Sammelan  
**food court**  
FOOD FOR THOUGHT