**Procedure for Online Admission for BA FTNMP & BA MMC**

Admissions to FY-BAMMC & FY-BAFTNMP at RSET's Deviprasad Goenka Management College of Media Studies will be through online system only.

**Pre Admission online Registration on the University of Mumbai Website:**

1. Please fill the Pre-Enrollment form on University of Mumbai website by logging on to : https://mum.digitaluniversity.ac/ and select Deviprasad Goenka Management College of Media Studies as the option and follow the instructions displayed on the website . After registering, they must save the Pre­ enrollment form and upload the same with the college admission form.
2. The registration number of University of Mumbai's Pre-Enrollment form is required and mandatory to be entered in the College online Application form.
3. The college application form is an online form, available on website.
4. A student can apply for ONLY ONE CATEGORY in each application form. If he /she wishes to apply for more than one category he/she shall have to fill a separate admission form.

Please fill the online application and upload the scanned copy of the following documents:

1. University Pre- Enrolment form
2. Passport Size Photo
3. XII Standard Marksheet
4. X Standard Marksheet
5. Leaving Certificate
6. Transfer/Migration Certificate
7. All relevant documents (as required and applicable in different categories)
8. On successful submission of Online Application form and scanned documents, the application will be verified by the Admission Committee of the college.
9. All verified applications will be considered for selection in merit list and will be offered provisional admission on the basis of merit.
10. The merit list will be displayed on the college website and on the notice board in college.
11. On selection in the Merit-list, the student would be sent an SMS and Email for payment of fees. Fee is to be paid online, using Net Banking, Debit Card or Credit card.
12. The admission will be provisionally granted and it shall be subject to verification and submission of the original documents.
13. On successful fee payment, an acknowledgment shall be sent to the registered email ID of the student.
14. For any Queries you may write to admissions@dgmcms.org.in or call us on 9004444091 / 95.

**Note:**

\*\*Please upload a proper passport size photo taken on a clear background.

\*\*Documents should be properly scanned. An image/ Photo taken from a mobile shall not be accepted as a valid document.

\*\*Documents required in different categories is already mentioned in the Prospectus.

\*\* Incomplete Admission forms shall not be considered for the merit list.

\*\* It is mandatory to register on the university of Mumbai portal and register for DGMC.

\*\* Candidates are not allowed to create multiple id’s while enrolling at university sites.

If a student fails to submit the original documents or if the details provided in the application form do not match with the original documents, the provisional admission shall stand cancelled and the fees paid shall not be refunded.

**Documents Required for various categories for Admission – ( UG Programs )**

* Hard copy of Pre Admission Online Registration Form of University of Mumbai
* Hard copy of the Online Admission form of DGMC
* Attested Photocopy of HSC/ Equivalent Examination Mark sheet and HSC/ Equivalent Examination Leaving Certificate.
* Attested Photocopy of SSC/ Equivalent Examination Marksheet.
* Prima Facie Statement of Eligibility issued by University of Mumbai for students who have passed the IB/ IGCSE/ Cambridge Boards.
* Copy of the Aadhar Card of the student or the UPIN number if Aadhar Card not yet received.
* Any other certificates as applicable.
* 5 recent identity card size photographs.
* 6 self-addressed envelopes with stamp of Rs.5/- pasted on the envelope.

**In addition to the above the following documents will be required for the students from other than Maharashtra board for the purpose of confirming the eligibility:**

* Original 12th Standard Migration with 2 photocopies
* Original 12th Passing certificate with two photocopies
* Original TC/LC with two photocopies

**Mandatory document required for students seeking Admission under Hindi linguistic Minority Category**

* The Institution recognized for “Hindi Speaking Linguistic Minority “ Status, therefore 50% seats are reserved for Hindi speaking Linguistic Minority Community Students:
* Hard copy of Pre Admission Online Registration Form of University of Mumbai
* Hard copy of the Online Admission form of DGMC
* Attested Photocopy of HSC/ Equivalent Examination Mark sheet and HSC/ Equivalent Examination Leaving Certificate.
* Attested Photocopy of SSC/ Equivalent Examination Marksheet
* Prima Facie Statement of Eligibility issued by University of Mumbai for students who have passed the IB/ IGCSE/ Cambridge Boards.
* Copy of the Aadhar Card of the student or the UPIN number if Aadhar Card not yet received
* Any other certificates as applicable
* Proof of local residence
* 5 recent identity card size photographs
* 6 self-addressed envelopes with stamp of Rs.5/- pasted on the envelope
* Original School leaving certificate clearly stating HINDI as a mother tongue
* Affidavit submitted by the Parent/ Guardian stating Hindi speaking -Minority status

**In addition to the above the following documents will be required for the students from other than Maharashtra board for the purpose of confirming the eligibility:**

* Original 12th Standard Migration with 2 photocopies
* Original 12th Passing certificate with two photocopies
* Original TC/LC with two photocopies

**Mandatory document required for Students seeking Admissions under defence, Freedom Fighters, Transfers, Sports, Cultural Activities ,physically handicapped and Learning disability:**

* Hard copy of Pre Admission Online Registration Form of University of Mumbai
* Hard copy of the Online Admission form of DGMC
* Attested Photocopy of HSC/ Equivalent Examination Mark sheet and HSC/ Equivalent Examination Leaving Certificate.
* Attested Photocopy of SSC/ Equivalent Examination Marksheet
* Prima Facie Statement of Eligibility issued by University of Mumbai for students who have passed the IB/ IGCSE/ Cambridge Boards.
* Copy of the Aadhar Card of the student or the UPIN number if Aadhar Card not yet received
* Any other certificates as applicable
* Proof of Local residence
* 5 recent identity card size photographs
* 6 self-addressed envelopes with stamp of Rs.5/- pasted on the envelope
* certificate issued by the Central Govt., State Govt. , Zilla Sainik Welfare Association,
* Copy of Tamprapatra
* Government Transfer Order specifying the date of Transfer
* Photocopies of certificates indicating achievements in sports at the International, National, State and District level competitions during the years 2017-18, 2018-19
* Certificate from KEM, NAIR or Sion hospital for learning disability not older than 2018
* Transference Certificate
* Migration Certificate.
* Proof of local residence

**In addition to the above the following documents will be required for the students from other than Maharashtra board for the purpose of confirming the eligibility:**

* Original 12th Standard Migration with 2 photocopies
* Original 12th Passing certificate with two photocopies
* Original TC/LC with two photocopies