



## **ICT Policy**

### **Introduction**

DGMC recognizes the importance of Information and Communication Technology (ICT) in education and is committed to integrating ICT into teaching, learning, and research activities. The college is dedicated to providing state-of-the-art ICT infrastructure and facilities to its students and faculty.

### **Objectives**

The objectives of this ICT policy are to:

- a) Provide guidelines for the use of ICT resources in the college.
- b) Ensure the security and privacy of ICT resources.
- c) Promote the effective use of ICT resources in teaching, learning, and research activities.
- d) Ensure the availability and accessibility of ICT resources to all stakeholders.
- e) Promote continuous improvement in ICT infrastructure and services.
- f) Implementation of 'dgmcms.org.in' individual Email address for all students. Students are also provided with PDF guide to configure their mobile with the Email ID.

### **Guidelines**

- a) All users of ICT resources must comply with the college's acceptable use policy.
- b) All ICT resources must be used for legitimate purposes only.
- c) Users are responsible for maintaining the security and privacy of their accounts and passwords.
- d) Users must report any security incidents or breaches to the designated authorities immediately.
- e) All ICT resources must be used in accordance with relevant laws and regulations.

### **Implementation Agendas:**

- a) To upgrade the ICT infrastructure of the college.
- b) To establish state-of-the-art studio room, green screen room, colour grading, and sound recording room.
- c) To develop an e-learning platform for students and faculty.
- d) To establish a helpdesk for ICT services.
- e) To promote the effective use of ICT resources in teaching, learning, and research activities.

### **Implementation:**

- a) The college will upgrade the ICT infrastructure by providing high-speed internet connectivity, server infrastructure, and advanced ICT equipment in classrooms and labs.



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- b) The college will establish state-of-the-art studio room, green screen room, colour grading, and sound recording room equipped with the latest technology to facilitate practical learning and research activities for students and faculty.
- c) The college will develop an e-learning platform that provides access to digital resources, online courses, and learning management systems for students and faculty.
- d) The college will establish a helpdesk for ICT services that provides technical support, troubleshooting, and training to users.
- e) The college will promote the effective use of ICT resources in teaching, learning, and research activities by organizing workshops, training programs, and conferences for faculty and students.

### **Monitoring and Evaluation**

- a) The college will regularly monitor the use of ICT resources to ensure compliance with the ICT policy and relevant laws and regulations.
- b) The college will evaluate the effectiveness of ICT services and infrastructure by conducting surveys and feedback sessions with stakeholders.
- c) The college will conduct regular audits of ICT infrastructure and services to ensure their quality and security.

### **Conclusion**

This ICT policy outlines the guidelines and implementation strategies for the effective use of ICT resources in DGMC. The college is committed to providing a secure, reliable, and accessible ICT environment that promotes learning, research, and innovation. The state-of-the-art studio room, green screen room, colour grading, and sound recording room are additional facilities to enhance practical learning and research activities for students and faculty.

Approved By:



*Arora*



## Maintenance Policy

This maintenance policy outlines the procedures that will be used by RSET (the trust responsible for DGMC) to ensure the proper functioning and longevity of the media college and its associated facilities. The aim is to ensure that all maintenance activities are carried out efficiently, safely, and with minimal disruption to college operations.

### Responsibilities:

RSET is responsible for ensuring that all maintenance activities are carried out in a timely and effective manner. This includes scheduling regular maintenance activities, identifying and addressing potential maintenance issues, and maintaining accurate records of all maintenance activities.

### Maintenance Procedures:

The following procedures will be used by RSET to ensure the proper maintenance of DGMC Media College:

**Regular Inspections:** Regular inspections will be conducted on a monthly basis to identify any potential maintenance issues. These inspections will include a review of all equipment and systems, as well as an inspection of the physical infrastructure of the college.

**Preventive Maintenance:** Preventive maintenance will be conducted on a quarterly basis to ensure that all equipment and systems are functioning properly. This includes the maintenance of all electrical, plumbing, and HVAC systems, as well as the inspection and cleaning of all media equipment.

**Corrective Maintenance:** Corrective maintenance will be conducted as needed to address any identified maintenance issues. This includes the repair or replacement of faulty equipment, as well as the repair of any damage to the physical infrastructure of the college.

**Emergency Maintenance:** In the event of an emergency, RSET will take immediate action to address the issue and ensure the safety of all staff, students, and visitors. This may include shutting down equipment or systems, conducting repairs, or calling in outside contractors for assistance.

**Record-Keeping:** Accurate records will be maintained for all maintenance activities, including inspections, preventive maintenance, corrective maintenance, and emergency maintenance. These records will include the date of the activity, a description of the activity, and the name of the person or contractor who performed the activity.



*Maad*

Conclusion:

By following these maintenance procedures, RSET can ensure the proper functioning and longevity of DGMC Media College and its associated facilities. This policy will help to minimize downtime and disruption to college operations, while also ensuring the safety of all staff, students, and visitors.

Approved By:



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Subject Name	BAFTNMP -103 :Initiation to Literature & Creative Writing
Faculty Name	Subhamitra Adhikari Chakrabarty
Semester	Semester I
Batch Year	2019-22
Academic Year	2019
Specialization	BAFTNMP

### 1. COURSE OBJECTIVE, SCOPE& LEARNING OUTCOMES:

#### Course Objectives:

- To introduce basic tenets of Indian literature including regional literature
- To introduce and appreciate various forms of literature (Novel, Poetry, Drama, Essay)
- To help build skills for creative writing
- To help understand the structure of Story, Poetry And Drama
- To introduce writing for internet

#### Learning Outcomes:

*Upon successful completion of this subject, students should:*

- Cursory idea on Indian Literature.
- Learn to critical thinking, analysis and appreciation
- Basic writing skill development

### 2. A. REQUIRED TEXT BOOKS:

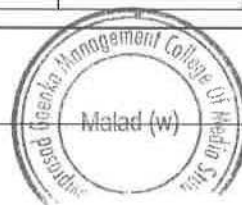
- 1) A Concise History of Indian Literature in English by Arvind Mehrotra.
- 2) The Creative Writing Course book: Forty Authors Share Advice and Exercises for Fiction and Poetry.
- 3) Creative Writing By Adele Ramet.
- 4) Creative Writing for People Who Can't Not Write By Kathryn Lindskoog.

### 3. B. ADDITIONAL READINGS:

1. Creative Writing: A Workbook with Readings By Linda Anderson.
2. Teaching Creative Writing By Graeme Harper.
3. The Everything Creative Writing Book By Wendy Burt-Thomas.
4. The Soul of Creative Writing By Richard Goodman, Goodman, Chong.

### 4. EVALUATION COMPONENTS:

Evaluation Components for the Course	Score Break-up
Class Participation and Attendance (Compulsory)	5
Assignments//Quiz Tests/Case Study/Any Other	10
Project/Presentation	10
<b>Total Internal Exam</b>	<b>40</b>



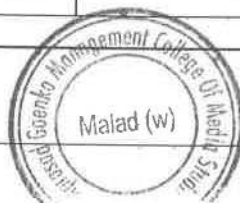
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End Term Examination (External)	60
Total	100

4. DETAILED SESSION OUTLINE:

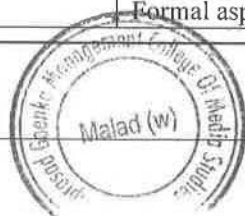
<b>Session No-1</b>	
Topics covered	Introduction and Ice breaking
Reading Material	None
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-2</b>	
Topics covered	Unit-I: What is Literature? How is Creative writing related to literature?
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-3</b>	
Topics covered	Introduction to Indian Writers – Hindi/Marathi/Urdu & other regional languages
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-4</b>	
Topics covered	History of Indian literature, prominent writes, important works, cultural significance.
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-5</b>	
Topics covered	History of Indian literature, prominent writes, important works, cultural significance.
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-6</b>	
Topics covered	<b>Unit –II: A Brief Introduction to Creative Writing: What is creative writing, various forms of writing, various form of writing styles, how to build creative writing skills.</b>
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-7</b>	
Topics covered	A Brief Introduction to Creative Writing: What is creative writing, various forms of writing, various form of writing styles, how to build creative writing skills.
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-8</b>	
Topics covered	<b>Unit –III: Formal structure of the short story: Various forms of writing styles, Genres of story, how to develop an engaging idea, Prominent writers, Pick your style.</b>
Reading Material	
Additional Reading	



*Alia*



Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-9</b>	
Topics covered	Various forms of writing styles, Genres of story, how to develop an engaging idea, Prominent writers, Pick your style.
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-10</b>	
Topics covered	Prominent writers Students will be asked to experiment in a variety of forms, to initiate new ideas, develop appropriate formal strategies, address technical problems and tackle the demands of different literary genres.
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-11</b>	
Topics covered	Prominent writers, Pick your style.
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-12</b>	
Topics covered	Assignment: Prominent writers, Pick your style
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-13</b>	
Topics covered	<b>Unit -IV</b> – Formal aspects of Poetry: Elements of poetry, types of Poetry, Difference between various styles, , Study of the Epic Ballad - Mahabharata.
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-14</b>	
Topics covered	Famous poets and their works,
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-15</b>	
Topics covered	Assignment: Famous poets and their works,
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-16</b>	
Topics covered	Study of the Epic Ballad - Mahabharata.
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-17</b>	
Topics covered	<b>Unit –V:</b> Formal aspects of Drama: Structure of drama, one act-two



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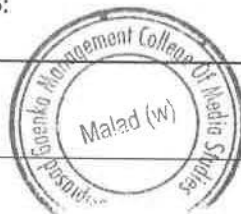


	act-three act play, Characterization, Freytag's triangle,
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-18</b>	
Topics covered	Subject specific drama
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-19</b>	
Topics covered	Subject specific drama
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No-20</b>	
Topics covered	<b>Unit -VI:</b> Writing for the internet: How internet writing is different from conventional writing,
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No. – 21</b>	
Topics covered	Blogging, Reputation management, Development of Blogs, writing for social media, SEO & SMO.
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No. – 22.</b>	
Topics covered	Blog Writing
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No. - 23</b>	
Topics covered	Revision
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation
<b>Session No. 24</b>	
Topics covered	
Reading Material	
Additional Reading	
Pedagogy	Discussion/Simulation/Group Presentation

#### 5. PROJECT AND OTHER ASSIGNMENT DETAILS:

- Ideation: Presentation
- Short Story: Submission and Writing
- Drama: Review/ role play
- Blog

#### 6. END TERM EXAMINATION DETAILS:



*Arora*





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

DGMC/ACAD/FMT/BA/

- Duration of examination: 2 Hours Written Exam

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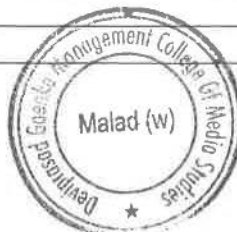
DGMC: Faculty Feedback Form

Dear Faculty Member

The college values your input as you provide feedback about the curriculum. This questionnaire is intended to collect information relating to your satisfaction towards the curriculum. Choose appropriate option against each question based on your agreement with the question.

Please tick ( ) your observation about the following:

1.	Faculty	Yes	No
	a. Syllabus is suitable to the course and need based.		
	b. The course/syllabus has good balance between theory and application or practical.		
	c. The learning objectives are clear and appropriate to the program.		
	d. The system followed by the university for the design and development of curriculum is effective.		
	e. The curriculum has the potential in developing the habit of self-learning among the students.		
	f. The curriculum has focus on skill development.		
	g. The books prescribed/listed as reference materials are relevant, updated and appropriate.		
	h. The curriculum has been updated from time to time.		
	i. Is the subject / its syllabus interesting for majority of students?		
	j. Does the syllabus cover modern & advanced topics?		
	k. Is the syllabus designed for the preparation of competitive examination?		
	l. Is the syllabus designed in a way to improve employment?		
2.	Library	Yes	No
	a. Are the timings for access to library suitable		
	b. Should the library be open on Saturday		
	c. Staff behaviour and attitude		
	d. Are the latest books available		
	e. Are there sufficient copies of books available for issue		
	f. Is the book issued per student sufficient		
	g. Is the issue facility available during exams?		
	h. Is access to online journals and magazines available?		
	i. Suggestion on any new journal, magazine not available in the library		
	j. Any general suggestion regarding library?		
3.	Computer Lab	Yes	No



*Alina*

	a. Is the condition and quality of Hardware (Desktop, Printers, etc.) satisfactory?			
	b. Any suggestions regarding hardware			
	c. Are there useful and working software installed			
	d. Any suggestions for the Software			
	e. Access to the computer lab	Easy	Difficult	
	f. Are the timings for access to labs suitable?	Yes	No	
	g. Is printing facility made available?			
	h. Are there sufficient peripherals for connectivity of devices like cables, drivers, cards, etc.			
	i. Are the classroom projectors effectively working			
	j. Any general suggestions regarding the computer lab			
<b>4. Canteen</b>				
	a. How effectively priced are the items	Cheap	Moderate	Overpriced
	b. Are the items on the menu elaborate	Yes		No
		Good	Fair	Satisfied
	c. How do you rate the quality			Bad
	d. How would you rate the cleanliness of the dining area			
	e. Any suggestions for improvement of Canteen?			
<b>5. Internet</b>				
	a. Is there a sufficient internet service around the campus		Yes	No
	b. Is the college Wi-Fi operational			
	c. Any suggestions for improvement of internet			
<b>6. Medical Facilities</b>				
	a. Is there any Medical/ Health Centre		Yes	No
	b. Is the First Aid Kit well equipped			
	c. Is there a hospital close to the institute			
<b>7. Administration &amp; Accounts</b>				
	a. Are the staff and services prompt		Yes	No
	b. Is the Redressal of grievance on time			
	c. Any suggestion for improvement of Admin & Accounts?			



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DEVIPRASAD GOENKA  
MANAGEMENT COLLEGE OF MEDIA STUDIES

ADMISSION POLICY 2019-20

Record No. : DGMC/ADMN/REC/ 03/02

Issue Date : 14/11/2018

Revision Date: 00/00/0000

# DGMC

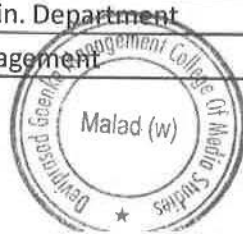
## ADMISSION POLICY 2019-20

### Courses:

1. PGDM
2. GARWARE PROGRAMS
3. BA FTNMP
4. BA MMC (former name BMM)
5. MA CJ
6. MA FTNMP

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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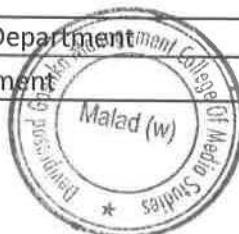


## Contents

1. KEY POINTS FOR APPROVAL OF THE MANAGEMENT:.....	3
2. ACTUAL ADMISSIONS & PROPOSED TARGETS IN 1ST YEAR AGAINST INTAKE CAPACITY.....	4
3. ADMISSIONS FOR LAST 3 YRS & PROJECTED INTAKE:.....	5
4. ELIGIBILITY:.....	6
5. APPLICATION AND ADMISSION PROCEDURE:.....	7
5.1 POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM).....	7
5.2 UNIVERSITY OF MUMBAI'S PROFESSIONAL MEDIA (GARWARE) COURSES.....	8
5.3 BACHELOR OF ARTS FTNMP (BA FTNMP) & BACHELOR OF MASS MEDIA (BMM) Programmes.....	9
5.4 MASTER OF ARTS Communication Journalism (MA CJ).....	10
5.3 MASTER OF ARTS Film, TV & New Media Production (MA FTNMP).....	11
6. INSTITUTE WORKING HOURS:.....	12
7. KEY STAFF RESPONSIBLE FOR ADMISSION:.....	12
8. COMMENCEMENT DATES OF ALL PROGRAMMES*.....	13
9. FEE STRUCTURE (Complete Course-wise).....	14
10. DETAILS OF FORM FEES FOR EACH PROGRAMME.....	15
11. SCHOLARSHIP AND FINANCIAL ASSISTANCE SCHEME.....	15
12. FEE PAYMENT POLICY.....	16
12.1 PGDM (Approved by AICTE).....	17
12.2 UNIVERSITY OF MUMBAI'S PROFESSIONAL MEDIA PROGRAMMES.....	20
12.3 MUMBAI UNIVERSITY PROGRAMMES.....	22
13. ADMISSION CANCELLATION:.....	22
14. REFUND POLICY:.....	23
15. IN-HOUSE TRANSFER POLICY:.....	24
16. CONCESSION IN FEE TO STUDENTS FROM RSET INSTITUTES:.....	25
17. STAFF DISCOUNT POLICY:.....	25
ANNEXURE I.....	26
ANNEXURE II.....	28
ANNEXURE III.....	32
ANNEXURE IV.....	35
ANNEXURE V.....	36
ANNEXURE VI.....	37
ANNEXURE VII.....	38
ANNEXURE VIII.....	39

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DEVIPRASAD GOENKA  
MANAGEMENT COLLEGE OF MEDIA STUDIES

ADMISSION POLICY 2019-20

Record No. : DGMC/ADMN/REC/ 03/02

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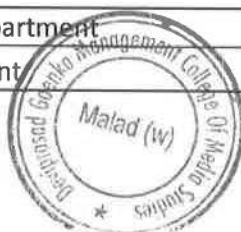
Revision Date: 00/00/0000

## 1. KEY POINTS FOR APPROVAL OF THE MANAGEMENT:

- i Fee Structure for the academic year 2019-20
- ii Scholarship & Financial Assistance Scheme
- iii. Fee Payment Policy
- iv. Fee Refund Policy
- v. Fee Transfer Policy
- vi. Concession in Fee to students from RSET Institutes
- vii. Staff Discount Policy

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
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## 2. ACTUAL ADMISSIONS & PROPOSED TARGETS IN 1ST YEAR AGAINST INTAKE CAPACITY

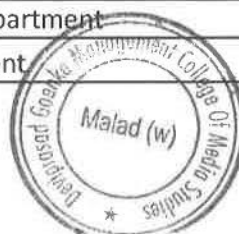
S. N.	Program	Actual Admissions						Proposed Adms. 2019-20	
		2016-17		2017-18		2018-19		Intake	Target
		Intake	Actual	Intake	Actual	Intake	Actual		
<b>I</b>	<b>DGMC</b>								
A	BA FTNMP - FY	72	71	120	119	145	132	120	120
	Total (FY BA)	<b>72</b>	<b>71</b>	<b>120</b>	<b>119</b>	<b>145</b>	<b>132</b>	<b>120</b>	<b>120</b>
B	PGDM (FY)	60	38	60	49	60	33	60	60
	Total (FY PGDM)	<b>60</b>	<b>38</b>	<b>60</b>	<b>49</b>	<b>60</b>	<b>33</b>	<b>60</b>	<b>60</b>
<b>C</b>	<b>Garware Courses (GICED):</b>								
1	PGD in Digital Marketing	60	7	60	14	60	7	60	30
2	PGD in Communication Design	60	4	60	2	60	-	60	15
3	Certificate in Digital Film Making	30	3	30	7	30	2	30	10
4	Certificate in Sound Engineering & Design	30	8	30	9	30	7	30	15
5	Certificate in Cinematography	30	3	30	4	30	2	30	30
	Total (GICED)	<b>210</b>	<b>25</b>	<b>210</b>	<b>36</b>	<b>210</b>	<b>18</b>	<b>210</b>	<b>100</b>
	<b>TOTAL (DGMC)</b>	<b>342</b>	<b>134</b>	<b>390</b>	<b>204</b>	<b>415</b>	<b>183</b>	<b>390</b>	<b>280</b>
<b>II</b>	<b>GSCC</b>								
A	BMM- FY	138	137	138	137	140	136	138	138
	Total (FY BMM)	<b>138</b>	<b>137</b>	<b>138</b>	<b>137</b>	<b>140</b>	<b>136</b>	<b>138</b>	<b>138</b>
B	MA CJ (Part 1)	60	17	60	16	65	21	60	30
C	MA FTNMP (Part 1)	60	20	60	20	61	21	60	30
	Total (MA Part 1)	<b>120</b>	<b>37</b>	<b>120</b>	<b>36</b>	<b>126</b>	<b>42</b>	<b>120</b>	<b>60</b>
	<b>TOTAL GSCC</b>	<b>258</b>	<b>174</b>	<b>258</b>	<b>173</b>	<b>266</b>	<b>178</b>	<b>258</b>	<b>198</b>
	<b>TOTAL (DGMC + GSCC)</b>	<b>600</b>	<b>308</b>	<b>648</b>	<b>377</b>	<b>681</b>	<b>361</b>	<b>648</b>	<b>478</b>

\*Note: (i): University has allotted one more division for FY BA FTNMP from academic year 2017-18 batch

\*Note: (ii) Other new courses are not considered for this calculation

Issue No.: 06

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APPROVED BY	Management	00-00-2018



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### 3. ADMISSIONS FOR LAST 3 YRS & PROJECTED INTAKE:

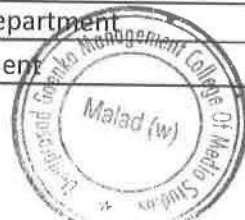
S. N.	Course	Actual Admissions						Projected Admissions	
		2016 -17		2017-18		2018-19		2019-20	
		Intake	Actual	Intake	Actual	Intake	Actual	Intake	Target
<b>I</b>	<b>(DGMC)</b>								
<b>1</b>	<b>UNIVERSITY OF MUMBAI</b>								
1.1	<b>Under Graduate Program</b>								
1.1.1	B.A. FTNMP (3 years) - FY	72	71	120	119	145	132	120	120
1.1.2	B.A. FTNMP (3 years) - SY	75	66	72	71	120	95	145	132
1.1.3	B.A. FTNMP (3 years) - TY	72	56	75	61	72	60	120	95
	<b>Total (BA)</b>	<b>219</b>	<b>193</b>	<b>267</b>	<b>251</b>	<b>337</b>	<b>287</b>	<b>385</b>	<b>347</b>
<b>2</b>	<b>AICTE</b>								
2.1	PGDM (2 years) - FY	60	38	60	49	60	33	60	60
2.2	PGDM (2 years) - SY	60	19	60	38	60	48	60	33
	<b>Total (PGDM)</b>	<b>120</b>	<b>57</b>	<b>120</b>	<b>87</b>	<b>120</b>	<b>81</b>	<b>120</b>	<b>93</b>
<b>3</b>	<b>Garware Courses</b>								
3.1	PG Diploma in Digital Marketing (PGD DM) - (1 year)	60	7	60	14	60	7	60	30
3.2	PG Diploma in Communication Design (PGD CD)- (1 year)	60	4	60	2	60	-	60	15
3.3	Certificate Course in Digital Film Making (DFM) (11 months)	30	3	30	7	30	2	30	10
3.4	Certificate Course in Sound Eng. & Design SE &D) (9 months)	30	8	30	9	30	7	30	15
3.5	Certificate Course in Cinematography (6 months)	30	3	30	4	30	2	30	30
	<b>Total (GICED)</b>	<b>210</b>	<b>25</b>	<b>210</b>	<b>36</b>	<b>210</b>	<b>18</b>	<b>210</b>	<b>100</b>
	<b>TOTAL (DGMC)</b>	<b>549</b>	<b>275</b>	<b>597</b>	<b>374</b>	<b>667</b>	<b>386</b>	<b>715</b>	<b>540</b>
<b>II</b>	<b>(GSCC)</b>								
<b>1</b>	<b>UNIVERSITY OF MUMBAI</b>								
1.1	<b>Under Graduate Program</b>								
1.1.1	B.M.M. (3 years) - FY	138	137	138	137	140	136	138	138
1.1.2	B.M.M. (3 years) - SY	147	142	138	137	138	130	140	136
1.1.3	B.M.M. (3 years) - TY	130	130	144	135	138	137	138	130
	<b>TOTAL (BMM)</b>	<b>415</b>	<b>409</b>	<b>420</b>	<b>409</b>	<b>416</b>	<b>403</b>	<b>416</b>	<b>404</b>
<b>2</b>	<b>Post Graduate Program</b>								
2.1.1	M.A. CJ (2 years)- Part 1	60	17	60	16	65	21	60	30
2.1.2	M.A. CJ (2 years)- Part 2	60	13	60	15	60	12	65	21
2.1.3	MA FTNMP (2 years)- Part 1	60	20	60	20	61	21	60	30
2.1.4	MA FTNMP (2 years)- Part 2	60	22	60	18	60	14	61	21
	<b>TOTAL (MA)</b>	<b>240</b>	<b>72</b>	<b>240</b>	<b>69</b>	<b>246</b>	<b>68</b>	<b>246</b>	<b>102</b>
	<b>TOTAL (GSCC)</b>	<b>655</b>	<b>481</b>	<b>660</b>	<b>478</b>	<b>662</b>	<b>471</b>	<b>662</b>	<b>506</b>
	<b>TOTAL (DGMC+ GSCC)</b>	<b>1,204</b>	<b>756</b>	<b>1,257</b>	<b>852</b>	<b>1,329</b>	<b>857</b>	<b>1,377</b>	<b>1,046</b>

Note: (i) In case of Second & Third Year, direct admissions against tentative vacancies will be considered to fill the vacant seats.

Note: (ii) Other new courses are not considered for this calculation

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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#### 4. ELIGIBILITY:

##### 4.1 Under Graduate Programmes

- i) B.A. F.T.N.M.P. - 10+2 from any stream from any recognised board  
ii) B.M.M. - 10+2 from any stream from any recognised board

Note: Cut-off will be decided based on the number of forms received for that particular course.  
Note: Students from other boards like IGCSE, ICSE, IB, etc. should get consent letter/ prima facia from the university about the eligibility.

Criteria for direct admissions to Second year and final year for BA or BMM programs will be as follows:

- Candidate should have cleared all papers of First Year and scored above 50%
  - To submit No Objection Certificate (NOC) from the college he/she is presently studying in
  - Online Transfer Certificate from MKCL Portal (Mumbai University Portal)
  - Declaration of candidates for Provisional Admission (Subject to cancellation)
- If candidate does not fulfil any of the above criteria, he/she has to pay Second/ Third year full fees plus the Security Deposit

##### 4.2 Post-Graduate Programmes

- i) M.A.C.J. - Any graduate Degree from a recognised University  
ii) M.A. (FTNMP) - Any graduate Degree from recognised University

Note: Cut-off will be decided based on the number of forms received for that particular course

Note: For MA CJ, candidate will be selected for admission on merit based on aggregate marks at written test, Group Discussion & Personal Interview

Note: For MA FTNMP, candidate will be selected for admission on merit based on aggregate marks at written test and Personal Interview

##### 4.3 Post Graduate Diploma Programme (PGDM)

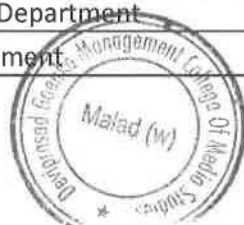
**Eligibility:** Every candidate should have appeared for/ passed Bachelors Degree of minimum 3 years duration. Obtained at least 50% marks (45% in case of candidates belonging to reserved Category) in the qualifying Examination

AND

Every candidate should have qualified from any one of the six All India tests i.e.; CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions.

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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#### 4.4 University of Mumbai's GICED offering Professional Media Courses

PG Diploma in Digital Marketing (Full - Time)	Graduate in any stream
PG Diploma in Communication Design (Full -Time)	Graduate in any stream
Certificate Course in Digital Film Making (Part-Time)	12 <sup>th</sup> Pass
Certificate Course in Sound Engineering & Design (Part-Time)	OR
Certificate Course in Cinematography (Part- Time)	Class 10 + 3 years Diploma with equivalent certificate of 12 <sup>th</sup> standard

### 5. APPLICATION AND ADMISSION PROCEDURE:

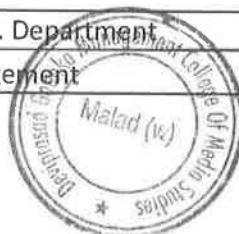
Note1. : In respect of all courses, No admission will be confirmed/ admitted by accepting only Security Deposit to secure his/her seat  
Admission is confirmed only after receipt of fee, security deposit, documents in line with Institute/ University/ AICTE requirements

#### 5.1 POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

- Candidate has to fill in application form available on our website link <http://rs.rajasthani.org.in/onlinedgmc/>, print a copy of the form and submit it online
- Prospectus Fees of Rs. 2,000/- can be paid Online/ Cash/ or Pay Order/ Demand Draft drawn in favour of 'DGMC' to the Institute Admin Office along with the downloaded application form and supporting documents before the last date for submission as per AICTE guidelines. Form fees can also be paid by NEFT
- Forms received without application processing fee will not be considered for admission
- Fee receipt for Application Fee/ Sale of Prospectus to be generated from the ERP
- On receipt of hard copy of the admission form along with the supporting documents, the admission officer /administration executive would verify the documents and mark the candidate as verified on ERP
- In case there are not enough students registered for Group Discussion at a given time, only a Personal Interview will be conducted.

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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- g) Group Discussion & Personal Interview Dates will be communicated to shortlisted candidates by email/ SMS/ phone call
- h) Candidate will be selected for admission on merit basis.
- i) Selected candidates will be entered into the merit list on the ERP. Selected candidates will also be intimated by SMS/phone call
- j) Institute will prepare a merit list based on weightage given to various components as follows:

Sr. No.	Components	Weightage	
		Minimum	Maximum
1	Score in the Common Admission Test: CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions.	35%	60%
2	Score for academic performance in X Std., XII Std., Under Graduate Degree/Post Graduate Degree	5%	25%
3	Group discussion/interview	20%	45%
4	Participation in Sports, Extra-curricular activities, Academic diversity and Gender diversity	5%	20%

\*Above table is subject to changes as per AICTE guidelines

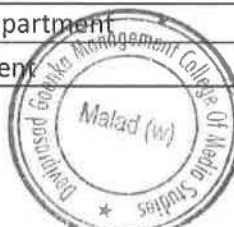
- k) On being offered admission, candidate will be issued fee Challan from the ERP by the accountants / admin
- l) On payment of fees, provisional admission will be confirmed

## 5.2 UNIVERSITY OF MUMBAI'S PROFESSIONAL MEDIA (GARWARE) COURSES

- a. Candidate has to fill in application form available on our website link <http://rs.rajasthan.org.in/onlinedgmc/> and submit online
- b. Students are required to purchase the Prospectus from the College. Prospectus will be available for Rs. 100 on the 1<sup>st</sup> floor, in the Admin Department. Payment of Prospectus Fees can be made Online/Cash/ Demand Draft/ Pay Order or NEFT. Demand Draft/ Pay Order should drawn in favour of 'Deviprasad Goenka Management College of Media Studies' and submitted to the Institute Admin Office along with the downloaded application form and supporting documents before the last date for submission.

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
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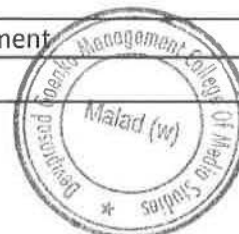
- c. Forms received without application processing fee will not be considered for admission
- d. Fee receipt of sale of prospectus/form to be generated from the ERP
- e. On receipt of hard copy of the admission form along with the supporting documents, the admission officer /admin executive would verify the documents and mark the candidate as verified on ERP
- f. The candidate would be scheduled for a Personal interview only in case of PG Diploma program
- g. On being selected for admission, the candidate will be entered into merit list on the ERP and selected students will also be intimated by SMS/Phone call
- h. Candidate has to then pay the fees within the stipulated period as communicated to secure his/ her admission
- i. On payment of fees, provisional admission will be confirmed

### 5.3 BACHELOR OF ARTS FTNMP (BA FTNMP) & BACHELOR OF MASS MEDIA (BMM) Programmes

- a) Students must register online on University of Mumbai website: [mum.digitaluniversity.ac](http://mum.digitaluniversity.ac), select 'Deviprasad Goenka Management College of Media Studies' for BA program and 'Ghanshyamdas Saraf College of Arts & Commerce' for BMM as the college option for respective courses and follow the instructions displayed on the website. Upon registering, save and print the form.
- b) Students are required to purchase the Prospectus from the College. Prospectus will be available for Rs.100 on the 1<sup>st</sup> floor, in the Admin Department. Prospectus fees can also be paid by NEFT.
- c) All students have to fill the online application form on the college weblinks: <http://rs.rajasthan.org.in/onlinedgmc/> (in case of BA-FTNMP) and [http://rs.rajasthan.org.in/new\\_gsc\\_form/index.php/admission/index/1](http://rs.rajasthan.org.in/new_gsc_form/index.php/admission/index/1) (in case of BMM)
- d) After filling in the online application form of the college and uploading a clear, passport size photograph with white background, students have to print it.
- e) Submit the following in the college: copy of online form printed from university website, copy of the form printed from college website, required documents and receipt of Rs.100 (receipt with unique number is perforated on the last page of the prospectus).

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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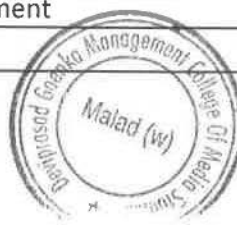
- f) Date for submission of form will be as per University guidelines
- g) Administration Department has to apply college stamp on every application received from student as acknowledgement. No application will be accepted without the receipt which has been duly stamped and signed.
- h) Those students who have not purchased the Prospectus, but have filled the online application forms on university and college websites, can bring the print copies of these forms and purchase the Prospectus on the spot and submit the admission forms along with the receipt of Prospectus and others required documents.
- i) The names of the shortlisted students will be displayed on the notice board of the college in the respective merit list. Also, an SMS will be sent to all shortlisted students.
- j) On being offered admission, students have to pay the fees within the stipulated period as communicated, to secure their admission. For any assistance please visit our admission cell on any working day during office hours.
- k) The college will follow the schedule published by the University of Mumbai in this regard.

#### 5.4 MASTER OF ARTS Communication Journalism (MA CJ)

- a) All students have to fill the online application form on the college website link: [http://rs.rajasthani.org.in/new\\_gsc\\_form/index.php/admission/index/1](http://rs.rajasthani.org.in/new_gsc_form/index.php/admission/index/1)
- b) After filling in the online application form of the college and uploading a clear, passport size photograph with white background, students have to download and print it
- c) Students are required to purchase the Prospectus from the College. Prospectus will be available for Rs. 100 on the 1<sup>st</sup> floor, in the Admin Department. Each prospectus will have a receipt (with unique number) perforated on its last page. Form fees can also be paid by NEFT (details of transaction to be provided to the admin staff to confirm amount in the bank account
- d) Submit the following documents in the admin office: Copy of form printed from college website, required documents, receipt (attached in the prospectus) and Statement Of Purpose (SOP)
- e) No application will be accepted without the receipt which has been duly stamped
- f) The Institute will schedule a written test of one hour for 100 marks. The institute will then prepare a merit list based on the percentile of marks at the written test and short list candidates for next stage of selection process i.e. Group Discussion and Personal Interview

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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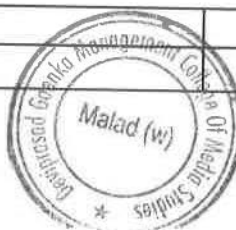
- g) Group Discussion & Personal Interview or Personal Interview will be arranged for those students whose name appear in the merit list
- h) Group Discussion & Personal Interview or Personal Interview Dates will be communicated by email
- i) Candidate will be selected for admission on merit based on aggregate marks at written test, Group Discussion and Personal Interview
- j) On being selected for admission, the candidate will be entered into merit list on the ERP and this will be also displayed in the college notice board. Selected students will also be intimated by SMS/Phone call
- k) On being offered admission, candidate will be issued fee Challan from the ERP by the accountant/ admin
- l) On payment of fees, provisional admission will be confirmed

### 5.3 MASTER OF ARTS Film, TV & New Media Production (MA FTNMP)

- a) All students have to fill the online application form on the college website link [http://rs.rajasthan.org.in/new\\_gsc\\_form/index.php/admission/index/1](http://rs.rajasthan.org.in/new_gsc_form/index.php/admission/index/1)
- b) After filling in the online application form of the college and uploading a clear, passport size photograph with white background, students have to download and print it
- c) Students are required to purchase the Prospectus from the College. Prospectus will be available for Rs. 100 on the 1<sup>st</sup> floor, in the Admin Department. Form fees can also be paid by NEFT (details of transaction to be provided to the admin staff to confirm amount in the bank account)
- d) Each prospectus will have a receipt (with unique number) perforated on its last page
- e) Submit the following documents in the admin office: Copy of form printed from college website, required documents, receipt (attached in the prospectus) and Statement Of Purpose (SOP)
- f) No application will be accepted without the receipt which has been duly stamped
- g) The Institute will schedule a written test of one hour for 100 marks. The institute will then prepare a merit list based on the percentile of marks at the written test and short list candidates for next stage of selection process i.e. Group Discussion and Personal Interview

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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- h) Group Discussion & Personal Interview or Personal Interview will be arranged for those students whose name appear in the merit list
- i) Group Discussion & Personal Interview or Personal Interview Dates will be communicated by email
- j) Candidate will be selected for admission on merit based on aggregate marks at written test, Group Discussion and Personal Interview
- k) On being selected for admission, the candidate will be entered into merit list on the ERP and this will be also displayed in the college notice board. Selected students will also be intimated by SMS/Phone call
- l) On being offered admission, candidate will be issued fee Challan from the ERP by the accountants / admin
- m) On payment of fees, provisional admission will be confirmed

## 6. INSTITUTE WORKING HOURS:

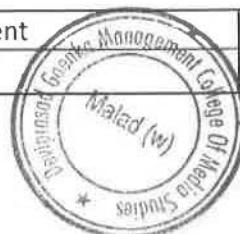
- i. Office Timing: 9:30 a.m. to 6:15 p.m. (For Staff)  
7:30 a.m. to 7:30 p.m. (For Students)
- ii. Library Timing: 7:30 a.m. to 8:00 p.m. (Monday to Saturday)\*  
10:00 a.m. to 1:00 p.m. (Sunday)\*
- iii. Lecture Timing: 7:30 a.m. to 7:30 p.m. (As per the course/ curriculum)

## 7. KEY STAFF RESPONSIBLE FOR ADMISSION:

S. N.	Name	Designation	Key Functions
1	Counsellor	Student Counsellor	Admission Counselling & Sale of Admission Form
2.	Ms. Shilpa Herft	Assistant Registrar	Admission Counselling & keep record of fees. Sale of Prospectus, accept docs, schedule PI, issue Loan Request Letters, generate Merit lists & fee receipts for PGDM & GICED
3.	Ms. Sarika Shah	Academic Coordinator	Admission Counselling & Sale of Prospectus for MA courses (between April to August)

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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4.	Ms. Pranita Saitawadekar	Academic Coordinator	Responsible for conducting written test, Merit List, Acceptance of docs & coordinate with GSCC for MA programs
5.	Mr. Vinayak Nagula	Executive Officer	Admission Counselling, Sale of Prospectus, handle admission process for BA course (between April to August)
6.	Dr. Hira Vyas	Registrar	Document verification, Sending Provisional Offer Letters (in case of PGDM) & Overall in charge of admissions
7.	Dr. Aparna Khare	Program In-Charge (FY PGDM)	Conduct Personal Interviews for PGDM
8.	Prof. Partha Samanta	Program In-Charge (SY PGDM)	Conduct Personal Interviews for PGDM
9.	Prof. Mukesh Sharma	Dean	
10.	Dr. Kumardatt Ganjre	Director	Overall responsibility of admission process and conduct Personal Interviews (PGDM)

## 8. COMMENCEMENT DATES OF ALL PROGRAMMES\*

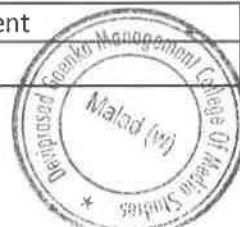
### Tentative Dates:

- |     |                                  |                              |
|-----|----------------------------------|------------------------------|
| 1.  | PGDM                             | 15 <sup>th</sup> July 2019   |
| 2.  | P.G.D. IN DIGITAL MARKETING      | 12 <sup>th</sup> August 2019 |
| 3.  | P.G.D. IN COMMUNICATION & DESIGN | 12 <sup>th</sup> August 2019 |
| 4.  | DIGITAL FILM MAKING              | 12 <sup>th</sup> August 2019 |
| 5.  | SOUND ENGINEERING & DESIGN       | 12 <sup>th</sup> August 2019 |
| 6.  | CINEMATOGRAPHY                   | 12 <sup>th</sup> August 2019 |
| 7.  | BA FTNMP                         | As per University dates      |
| 8.  | BMM                              | As per University dates      |
| 9.  | MA CJ                            | As per University dates      |
| 10. | MA FTNMP                         | As per University dates      |

\* The dates will be reconfirmed in the month of May/June 2019

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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## 9. FEE STRUCTURE (Complete Course-wise)

S.N.	Courses	Tuition Fee	Fees for In-House students/ Staff's Ward	*Other Fees	Refundable Deposit (Sec Dep/ Caution Money/ Lab Dep/ Library Dep)	Total Fees (OPEN)	Total Fees (IN-HOUSE/ Staff's Ward)
1	BA FTNMP* Year 1	32,000		19,000	10,000	61,000	NA
	Year 2	32,000		18,790	0	50,790	NA
	Year 3	32,000		19,040	0	51,040	NA
2	B.M.M. * Year 1	10,000		7,001	800	17,801	NA
	Year 2	10,000		6,881	400	17,281	NA
	Year 3	10,000		7,631	0	17,631	NA
3	M.A. C.J.* Year 1	40,000		6,825	10,000	56,825	NA
	Year 2	40,000		7,100	0	47,100	NA
4	M.A.(FTNMP)* Year1	41,000		15,825	10,000	66,825	NA
	Year 2	41,000		14,000	0	55,000	NA
5	PGDM Year 1	3,45,000	3,04,500	0	10,000	3,55,000	3,14,500
	Year 2	3,00,000	2,62,500	0	0	3,00,000	2,62,500
	<b>Garware Programs</b>						
6	Digital Film Making (11 months)	99,000	84,150	66,000	15,000	1,80,000	1,65,150
7	Cinematography (6 months)	60,000	51,000	40,000	15,000	1,15,000	1,06,000
8	Sound Engineering (9 months)	72,000	61,200	48,000	15,000	1,35,000	1,24,200
9	PGD in Digital Marketing (1 yr)	60,000	51,000	40,000	15,000	1,15,000	1,06,000
10	PGD in Communication Design (1 yr)	72,000	61,200	48,000	15,000	1,35,000	1,24,200

Note 1: Foreign students or NRI students admitted to University of Mumbai Programmes will be charged as per University guidelines.

Note 2: Foreign Students or NRI students admitted to PGDM programme will be charged two times the Tuition Fees or as per management approval

Note 3: Date wise Fee Instalments are provided in **admission policy- clause no. 12.1**

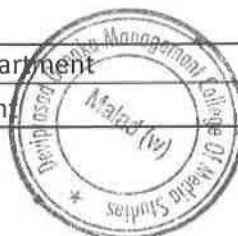
Note 4: In-house students/Staff's Ward will be offered 15% discount on tuition fees only (Applicable only for Garware courses)

Note 5: \*Fees for university courses are subject to changes as per University guidelines (if any)

Note 6: \* Tuition Fees includes: International Immersion, Rural Immersion, Industry Visits, Activities, Exam & Eligibility & Other Incidental expenses

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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## 10. DETAILS OF FORM FEES FOR EACH PROGRAMME

S.N.	Courses	Prospectus Fees (Rs.)
	<u>University of Mumbai</u>	
1	BA FTNMP	100
2	B.M.M.	100
3	M.A. C.J.	100
4.	M.A. (FTNMP)	100
5.	PGDM	2,000
	<u>University of Mumbai's Professional Course</u>	
6.	Digital Film Making	100
7.	Cinematography	100
8.	Sound Engineering	100
9.	P.G.D. in Digital Marketing	100
10.	P.G.D. in Communication Design	100

## 11. SCHOLARSHIP AND FINANCIAL ASSISTANCE SCHEME

### 1. Objective of the Scheme:

The basic objective of this scheme is to recognise the merit of such students in general and to provide deserving students financial assistance to continue with their academic pursuits.

### 2. Coverage:

The Financial Assistance Scheme will be applicable to PGDM Students only. Students from Garware programmes may be considered subject to availability of funds.

### 3. Number of Students to be covered:

Number of financial assistance granted shall be subject to maximum 5% of intake capacity and number of Merit scholarship shall be restricted to 5% of the intake capacity. Maximum 6 students from PGDM shall be considered.

### 4. Criteria for selection:

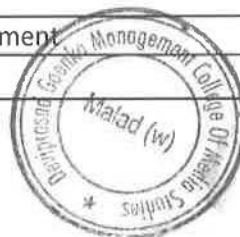
#### (i) Financial Assistance;

The selection of students for grant of financial assistance shall be made on the basis of following criteria:

- Applicant must have at least 60% at the qualifying examination
- Should have cleared entrance test

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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- c) Annual Income of the family should not exceed Rs. 3.00 lakh per annum

Grant of Financial Assistance shall be restricted to maximum Rs. 1.00 lakh per annum.

**(ii) Merit scholarship:**

- a) Applicant must have at least 60% at the qualifying examination.  
b) Should have obtained cleared entrance test

Grant of Merit-cum-means scholarship shall be restricted to maximum of 50% of the tuition fees per annum.

**Selection Procedure:**

All the applications of the candidates received before the deadline fulfilling above criteria shall be called for personal discussion with the Committee. The Selection Committee shall consist of the following:

- a) Dean/ Director  
b) Chairperson of the Programme  
c) Registrar

The Committee shall make its recommendation to the Director General for approval which will be sent to the Chairman.

**6) Renewal of Scholarship/Financial Assistance for Second Year:**

Continuation of the financial assistance during the second year shall be subject to their passing the First Year examination at first attempt and meeting income level prescribed for first year.

## 12. FEE PAYMENT POLICY

**In-house Student/ Staff's Ward:** All In-house students/Staff's Ward admitted to AICTE approved FY PGDM will be given a flat discount of Rs. 40,500/-. Whereas, all students admitted to Mumbai University's GICED courses will be given 15% discount on Tuition Fees only.

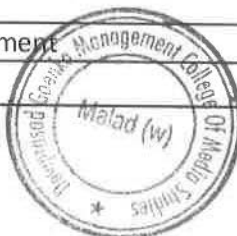
**Regular Students:** All Students (Except In-house or Foreign/ NRI category) will be given instalment facilities to pay fees across various programs.

**Foreign/ NRI Students:** All Foreign/ NRI students admitted to University of Mumbai Programmes will be charged as per University guidelines. All foreign students admitted to AICTE approved PGDM will be charged two times the Tuition Fees.

**Late Fees:** Late payment of fees will attract a fine of Rs. 100 per day, maximum upto Rs. 5,000/- For the calculation of late fee, a grace period of two days will be granted.

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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DEVIPRASAD GOENKA  
MANAGEMENT COLLEGE OF MEDIA STUDIES

ADMISSION POLICY 2019-20

Record No. : DGMC/ADMN/REC/ 03/02

Issue Date : 14/11/2018

Revision Date: 00/00/0000

**Post Dated Cheques (PDCs):** Wherever instalments are allowed, students have to submit post dated cheques at the time of the admission.

**Cheque Bounce:** A fine of Rs. 200.00 will be levied in case of cheque/s bounce. This fine should be paid by DD or Pay Order.

**NEFT Payments:** All fees should be paid by DD or Pay Order directly into Deviprasad Goenka Management College of Media Studies - Fees can also be paid by NEFT/RTGS.

College Bank account details will be provided to the students as per instruction from RSET 's Accounts Department

Students are asked to update the Admin Department with the UTR Number, Reference Number and date of NEFT transaction so that their receipts can be generated after verifying the entries in the college passbook.

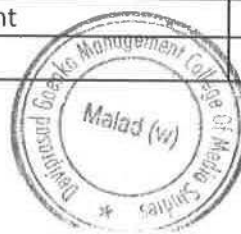
## 12.1 PGDM (Approved by AICTE)

### FEES FOR PGDM 2019-20 BATCH

	OPEN	IN-HOUSE	Discount to In-house
FY PGDM 2019-20	3,45,000	3,04,500	40,500
Security Deposit (Refundable)	10,000	10,000	
SY PGDM 2019-20	3,00,000	2,62,500	37,500
<b>TOTAL FEES (FY 2019-20) &amp; SY (2019-20)</b>	<b>6,55,000</b>	<b>5,77,000</b>	<b>78,000</b>

Issue No.: 06

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APPROVED BY	Management	00-00-2018



*Arora*



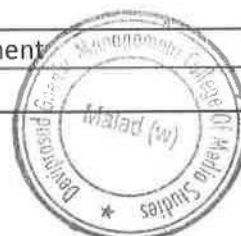
FY PGDM 2019-20 (OPEN CATEGORY)			
INSTALLMENT OPTIONS FOR FEE PAYMENT			
Payment period	Fees Type	Rupees	
<b>1) Option I Installment Payment</b>			
At the time of Adm	Tuition Fees	Down Payment	95,000
At the time of Adm	Security Deposit (Refundable)		10,000
On or Before 1st Jul '19	Tuition Fees	Installment 1	1,25,000
On or before 1st Oct '19	Tuition Fees	Installment 2	1,25,000
		<b>TOTAL FEES (FY)</b>	<b>3,55,000</b>
<b>2) OPTION II Installment Payment</b>			
At the time of Adm	Tuition Fees	Down Payment	50,000
At the time of Adm	Security Deposit (Refundable)		10,000
On or Before 2nd May '19	Tuition Fees	Installment 1	1,00,000
On or Before 1st Jul '19	Tuition Fees	Installment 2	1,25,000
On or before 1st Oct '19	Tuition Fees	Installment 3	70,000
		<b>TOTAL FEES (FY)</b>	<b>3,55,000</b>
SY PGDM 2019-20 OPEN CATEGORY			
INSTALLMENT OPTIONS FOR FEE PAYMENT			
Sr. No.	Payment period	Fees Type	
1	At the time of Promotion	Tuition Fees	Installment 1 1,50,000
2	On or Before 1st Nov '19	Tuition Fees	Installment 2 1,50,000
			<b>TOTAL FEES (SY)</b> 3,00,000
<b>TOTAL FEES (FY 2019-20) + (SY 2019 - 20)</b>			<b>6,55,000</b>

\*Payment of Fees in instalments will be permitted in deserving cases at the discretion of the Institute.

\* Tuition Fees includes: International Immersion, Rural Immersion, Industry Visits, Activities, Exam & Eligibility & Other Incidental expenses

Issue No.: 06

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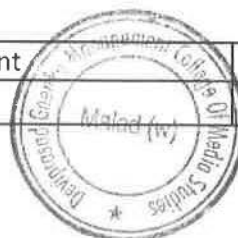
FY PGDM 2019-20 (IN-HOUSE/ STAFF'S WARD CATEGORY)			
INSTALLMENT OPTIONS FOR FEE PAYMENT			
Payment period	Fees Type	Rupees	
<b>1) Option I Installment Payment</b>			
At the time of Adm	Tuition Fees	Down Payment	95,000
At the time of Adm	Security Deposit (Refundable)		10,000
On or Before 1st Jul '19	Tuition Fees	Installment 1	1,09,500
On or before 1st Oct '19	Tuition Fees	Installment 2	1,00,000
		<b>TOTAL FEES (FY)</b>	<b>3,14,500</b>
<b>2) OPTION II Installment Payment</b>			
At the time of Adm	Tuition Fees	Down Payment	50,000
At the time of Adm	Security Deposit (Refundable)		10,000
On or Before 2nd May '19	Tuition Fees	Installment 1	85,000
On or Before 1st Jul '19	Tuition Fees	Installment 2	1,09,500
On or before 1st Oct '19	Tuition Fees	Installment 3	60,000
		<b>TOTAL FEES (FY)</b>	<b>3,14,500</b>
SY PGDM 2019-20 (IN-HOUSE/ STAFF'S WARD CATEGORY)			
INSTALLMENT OPTIONS FOR FEE PAYMENT			
Sr. No.	Payment period	Fees Type	Rupees
1	At the time of Promotion	Tuition Fees	Installment 1 1,50,000
2	On or Before 1st Oct '19	Tuition Fees	Installment 2 1,12,500
		<b>TOTAL FEES (SY)</b>	<b>2,62,500</b>
<b>TOTAL FEES (FY 2019-20) + SY (2019 - 20)</b>			<b>5,77,000</b>

\*Payment of Fees in instalments will be permitted in deserving cases at the discretion of the Institute.

\* Tuition Fees includes: International Immersion, Rural Immersion, Industry Visits, Activities, Exam & Eligibility & Other Incidental expenses

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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## 12.2 UNIVERSITY OF MUMBAI'S PROFESSIONAL MEDIA PROGRAMMES

All fees should be paid by DD or Pay Order directly into the Bank of Baroda, Sunder Nagar Branch, R.S. Campus, S. V. Road, Malad (West), Mumbai 400 064. Fees can also be paid by NEFT/RTGS.

Payment of Fees in instalments will be permitted in deserving cases at the discretion of the Institute. Wherever instalment payment are allowed PDC have to be submitted at the time of the admission.

Collection of fees for various courses is as follows:

### Post Graduate Diploma in Communication Design

In case of students belonging to **OPEN Category**, the collection of fees will be as follows:

- Down payment of Rs.72,000 + Security deposit of Rs.15,000 is payable through DD/ PO/ NEFT or RTGS is payable immediately to confirm admission.
- The 1<sup>st</sup> instalment of Rs. 48,000 is payable on or before 1<sup>st</sup> November of the admission year

In case of students belonging to **IN-HOUSE/ STAFF'S WARD Category**, the collection of fees will be as follows:

- Down payment of Rs.61,200 + Security deposit of Rs.15,000 is payable through DD/ PO/NEFT or RTGS is payable immediately to confirm admission.
- The 1<sup>st</sup> instalment of Rs. 48,000 is payable on or before 1<sup>st</sup> November of the admission year.

### Post Graduate Diploma in Digital Marketing

In case of students belonging to **OPEN Category**, the collection of fees will be as follows:

- Down payment of Rs.60,000 + Security deposit of Rs.15,000 is payable through DD/ PO/ NEFT or RTGS is payable immediately to confirm admission.
- The 1<sup>st</sup> instalment of Rs. 40,000 is payable on or before 1<sup>st</sup> November of the admission year

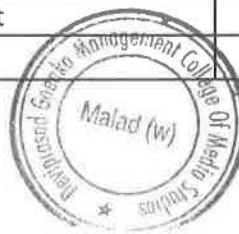
In case of students belonging to **IN-HOUSE/ STAFF'S WARD Category**, the collection of fees will be as follows:

1<sup>st</sup> instalment of Rs. 51,000 + Security deposit of Rs. 15,000 is payable through DD/ PO/NEFT or RTGS is payable immediately to confirm admission.

Post dated cheque towards payment of 2<sup>nd</sup> instalment of Rs. 40,000 is payable on or before 1<sup>st</sup> November of the admission year.

Issue No.: 06

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Certificate Course in Digital Film Making

In case of students belonging to **OPEN Category**, the collection of fees will be as follows:

- Down payment of Rs. 50,000 + Security deposit of Rs. 15,000 is payable through DD/ PO/ NEFT or RTGS is payable immediately to confirm admission.
- The 1<sup>st</sup> instalment of Rs. 65,000 is payable on or before 1<sup>st</sup> September of the admission year
- The 2<sup>nd</sup> instalment of Rs. 50,000 is payable on or before 1<sup>st</sup> November of the admission year

In case of students belonging to **IN-HOUSE/ STAFF'S WARD Category**, the collection of fees will be as follows:

- Down payment of Rs. 50,000 + Security deposit of Rs. 15,000 is payable through DD/ PO/ NEFT or RTGS is payable immediately to confirm admission.
- The 1<sup>st</sup> instalment of Rs. 50,150 is payable on or before 1<sup>st</sup> September of the admission year
- The 2<sup>nd</sup> instalment of Rs. 50,000 is payable on or before 1<sup>st</sup> November of the admission year

Certificate Course in Sound Engineering & Design

In case of students belonging to **OPEN Category**, the collection of fees will be as follows:

- Down payment of Rs. 30,000 + Security deposit of Rs. 15,000 is payable through DD/ PO/ NEFT or RTGS is payable immediately to confirm admission.
- The 1<sup>st</sup> instalment of Rs. 45,000 is payable on or before 1<sup>st</sup> September of the admission year
- The 2<sup>nd</sup> instalment of Rs. 45,000 is payable on or before 1<sup>st</sup> November of the admission year

In case of students belonging to **IN-HOUSE/ STAFF'S WARD Category**, the collection of fees will be as follows:

- Down payment of Rs. 30,000 + Security deposit of Rs. 15,000 is payable through DD/ PO/ NEFT or RTGS is payable immediately to confirm admission.
- The 1<sup>st</sup> instalment of Rs. 34,200 is payable on or before 1<sup>st</sup> September of the admission year
- The 2<sup>nd</sup> instalment of Rs. 45,000 is payable on or before 1<sup>st</sup> November of the admission year

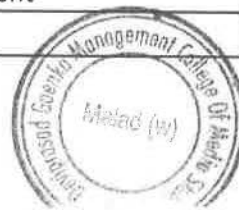
Certificate Course in Cinematography

In case of students belonging to **OPEN Category**, the collection of fees will be as follows:

- Down payment of Rs. 60,000 + Security deposit of Rs. 15,000 is payable through DD/ PO/ NEFT or RTGS is payable immediately to confirm admission.
- The 1<sup>st</sup> instalment of Rs. 40,000 is payable on or before 1<sup>st</sup> October of the admission year i.r.o. July batch & on or before 1<sup>st</sup> April i.r.o. January batch of the admission year

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
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In case of students belonging to **IN-HOUSE/ STAFF'S WARD Category**, the collection of fees will be as follows:

- Down payment of Rs. 51,000 + Security deposit of Rs. 15,000 is payable through DD/ PO/NEFT or RTGS is payable immediately to confirm admission.
- The 1<sup>st</sup> instalment of Rs. 40,000 is payable on or before 1<sup>st</sup> October of the admission year i.r.o. July batch & on or before 1<sup>st</sup> April i.r.o. January batch of the admission year

### 12.3 MUMBAI UNIVERSITY PROGRAMMES

In respect of all programmes of University of Mumbai, all payments along with the fee challan will have to be deposited by the student in the Sunder Nagar Branch of the Bank of Baroda located within the RSET Campus.

Fees for BA FTNMP & B.M.M. programmes will be collected for the whole year.

Fees for the Post-Graduate programmes MA (CJ) & MA (FTNMP) will be collected semester wise.

Fees for the 2<sup>nd</sup> Semester and 4<sup>th</sup> semester for MACJ/ MA FTNMP Part 1 & MACJ/ MA FTNMP Part 2 will be collected on or before 1<sup>st</sup> December of the academic year or within one week from the start of these semesters respectively (whichever day is earlier).

### 13. ADMISSION CANCELLATION:

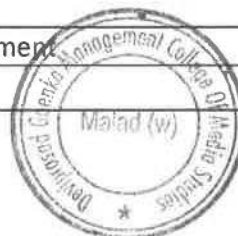
Application for cancellation of admission should be made in the prescribed form (Annexure No. III). Cancellation should be authorised by the Director. For all the Mumbai University Programmes, the cancellation policy stipulated by the University of Mumbai will apply.

For PGDM Programme, the guidelines of AICTE will be applicable. However, no refund will be granted after the commencement of the academic sessions.

For Garware Programmes, no refunds will be admissible if the admission is cancelled after the commencement of program unless college decides not to start the batch or if there is a change in the timings from what was communicated at the time of admission.

Issue No.: 06

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#### 14. REFUND POLICY:

**Refund Policy in case of PGDM program - As per AICTE Guidelines (Reference: AICTE Guidelines No.- AICTE / Legal / 04(01) / 2007, April 2007)**

Process of refund of tuition, development and other fees after cancellation of admission secured through CAP rounds, institute level round(s) and vacancy round(s) of admission:

The candidate, who has been provisionally admitted, may cancel admission by submitting an application for cancellation in duplicate, in the prescribed format and may request for refund of fee.

The refund of fee as applicable shall be made in due course. It is made clear that such application for cancellation will be considered if and only if the admission is confirmed by paying the prescribed tuition fee and other fees in full and by submitting the original documents. Refund shall be made after deduction of the cancellation charges as shown:

SITUATION	REFUND
On request received before the date of start of the academic session & seat could be filled by the Institute before the cut-off date	Entire fee less by Rs 1000/-*
On request received on/after the beginning of academic session & seat could be filled by the Institute before the cut-off date	Entire fee less the Seat Cancellation Charges on pro rata basis **
On request received before/after the start of the academic session & seat could not be filled by the Institute	No Refund (except security deposit)

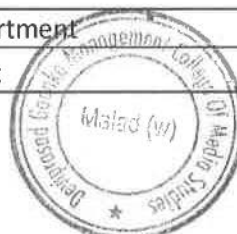
Note:

- \* Entire amount of Security/Caution Money Deposit will be refunded to the candidate
- \*\* For calculation of the Cancellation Charges on the pro-rata basis, one month shall be treated as one unit e.g. if the candidate cancels admission on third day i.e. within one month after the start of academic session & the seat is filled before the cut-off date, then Cancellation charges on pro rata basis will be the higher amount of (Entire fee ) /12 or Rs. 1000/-

The refund of fees in case of cancelation of admissions to courses affiliated to University of Mumbai will be as per cancelation policy laid in university guidelines for that academic year.

Issue No.: 06

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## 15. IN-HOUSE TRANSFER POLICY:

(i) In case of BA FTNMP/ MA FTNMP/ BMM/ MA CJ : NOT APPLICABLE

(ii) In case of Garware programs:

Application for transfer from one programme to another programme will be entertained on following conditions:

- i. Application should be submitted before the commencement of the programme
- ii. A seat should be vacant in the programme to which transfer is sought
- iii. A candidates should be eligible/ qualified to seek admission to the course to which the transfer is sought

No transfer from one programme to another will be permitted after the commencement of the course.

(iii) In case of PGDM program:

### Selection Committee Members for PGDM:

Director

Dean

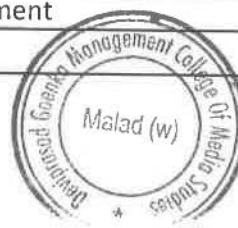
Program Chairperson or Nominee

Application for transfer from PGDM programme in DSIMS to PGDM programme in DGMC and vice-versa will take place BEFORE the commencement of the course and only after a joint meeting with the HODs of both the institutes to discuss on following conditions:

- i. A seat should be vacant in the programme to which transfer is sought
- ii. A candidates should be eligible/ qualified to seek admission to the course to which the transfer is sought.
- iii. Rs. 10,000/- will be deducted from the fees paid by the student, towards administrative charges
- iv. The balance shall be adjusted against the fees payable for the new programme to which the transfer is sought

Issue No.: 06

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## 16. CONCESSION IN FEE TO STUDENTS FROM RSET INSTITUTES:

No two fee concessions will be offered to In-house students/ child/children of staff viz: In case the student also qualifies for scholarship/ freship, benefit to the extent of maximum of the two will be offered.

- i. FY PGDM(2019-20): Concession of flat Rs. 40,500/- will be offered to students of any institute/college that is managed by Rajasthani Sammelan Education Trust (provided they fulfil the eligibility criteria)
- ii. SY PGDM (2019-20): Concession of flat Rs. 37,500/- will be offered to all students of any institute/college that is managed by Rajasthani Sammelan Education Trust (provided they fulfil the eligibility criteria)
- iii. GARWARE COURSES: Concession of 15% on tuition fees of all programs run under Mumbai University's GICED programmes will be offered to students of any institute/college that is managed by Rajasthani Sammelan Education Trust (provided they fulfil the eligibility criteria)

## 17. STAFF DISCOUNT POLICY:

**Note 1:** This scheme is applicable only to PGDM and Garware courses

**Note 2:** In case the staff member discontinues his association or service with Rajasthani Sammelan Education Trust (RSET), his/her ward will not be entitled for any waive off in the fees from that day itself.

In case of any child/children whose parent/s are working for any institutions run under Rajasthani Sammelan Education Trust will enjoy the same fee structure as offered to In-house students.

Registrar

Dean

Director

Director-General

Director- Branding & Fund Raising

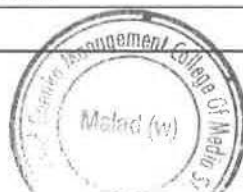
Head - Marketing

Approved By:

President, RSET

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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## ANNEXURE I

### List of documents required to be submitted along with Admission Form

#### (a) For B.A. FTNMP and for B.M.M.

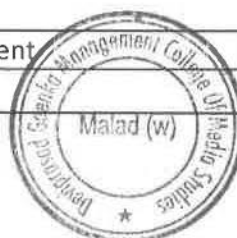
1	University of Mumbai on- line admission registration proof
2	Marks sheets/Certificate of passing of 10th, 10+2
3	Address proof, photo id proof
4	Four recent passport size photographs
5	Migration certificate, if applicable
6	Leaving Certificate
7	Receipt given by the college as proof of purchase of Prospectus
8	Gap Affidavit, if applicable(format available in the 'Download Affidavits' link on the website)
9	An Affidavit from Court certifying that you belong to Hindi Speaking Minority Community in Mumbai (format available in the 'Download Affidavits' link on the website)
10	Medical Fitness for Handicapped (LD) (if applicable)
11	For Foreign/ Indian students having 12 <sup>th</sup> from foreign university need to produce Prima Facie letter from the University of Mumbai
12	(All Originals to be produced for verification)

#### (b) For Master of Arts FTNMP and Master of Arts CJ

1	Marks sheets/Certificate of passing of 10th, 10+2
2	Graduate Degree Certificate along with Mark Sheets of all three years
3	Address proof, photo id proof
4	Four recent passport size photographs
5	Migration certificate/Leaving Certificate, where applicable
6	Receipt given by the college as proof of purchase of Prospectus
7	Experience Certificate, if any
8	Certificate of additional qualifications, if any
9	Gap Affidavit, if applicable(format available in the 'Download Affidavits' link on the website)
10	Medical Fitness for Handicapped (LD) (if applicable)
11	(All Originals to be produced for verification)

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
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*Abhishek*



(c) For PGDM

Sr. No.	Particulars
	Please submit following documents at the time of admission
01.	CAT/MAT/XAT/ATMA/CMAT/MH-CET Score Card
02.	Degree Mark-sheet (All Years/semesters) (Issued by University)
03.	Degree Certificate or Passing Certificate (Issued by University)
04.	Photo ID Card copy (Aadhar Card/ Voters ID Card/ Passport)
05.	SSC Mark-sheet/Certificate & HSC Mark-sheet/Certificate
06.	Statement of Purpose (minimum 250 words)
07.	Experience Certificate (if applicable)
08.	2 Recent Passport Size colour photographs
09.	Anti Ragging Affidavit

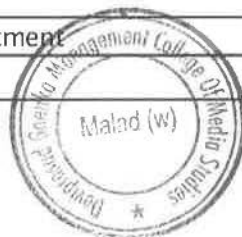
- Guidelines for admitting International/ NRE Students:
  - Embassy
  - Equivalence
  - Clearances
  - Insurance

(c) For University of Mumbai's Professional Media Programmes

- Certificate programmes: SSC Mark Sheet and passing Certificate, HSC Mark sheet and passing certificate, date of birth certificate, address proof and four recent passport size colour photographs.
- Diploma Programmes: SSC Mark Sheet and passing Certificate, HSC Mark sheet and passing certificate, Degree Certificate along with semester wise mark sheet, date of birth certificate, address proof, Migration Certificate/Leaving Certificate (where applicable) and four recent passport size colour photographs

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
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## ANNEXURE II

### ERP REPORTS GENERATED

#### (a) Admission Intake Report (AD105 Report)

http://172.16.16.52/admin/index.php?admissionintake\_report

Printed By : Shilpa Printed On : 02-12-2016 Report No : AD105

Deviprasad Goenka Management College of Media Studies

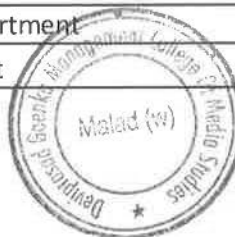
Admission Intake Report (AD105)

Academic Year : 2016-2017

Course	Academic Year 2016-17			Previous Academic Year 2015-16		
	Intake	Actual (Excl. cancelled Students.)	Difference	Intake	Actual (Excl. cancelled Students.)	Difference
Branch : <u>AICTE</u>						
1) PGDM-FY	61	39	22	60	21	39
2) PGDM-SY	60	19	41	60	11	49
<b>Total :</b>	<b>121</b>	<b>58</b>	<b>63</b>	<b>120</b>	<b>32</b>	<b>88</b>
<b>Total :</b>	<b>0</b>	<b>0</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>88</b>
Branch : <u>Mumbai University</u>						
<u>Course</u>						
3) BA FTNMP-FY	72	72	0	75	74	1
4) BA FTNMP-SY	68	66	2	72	60	12
5) BA FTNMP-TY	60	56	4	0	0	0
6) Post Graduate Diploma In Digital Marketing-FY	110	7	103	60	0	60
7) Post Graduate Diploma in Communication Design-FY	30	4	26	60	0	60
8) Certificate Course In Digital Film Making-11 Months	30	3	27	30	5	25
9) Certificate Course in Sound Engineering & Design-9 Months	30	8	22	30	11	19
10) Certificate Course in Cinematography-6 Months	10	3	7	30	7	23
<b>Total :</b>	<b>410</b>	<b>219</b>	<b>191</b>	<b>367</b>	<b>167</b>	<b>200</b>
<b>Grand Total :</b>	<b>631</b>	<b>277</b>	<b>254</b>	<b>477</b>	<b>189</b>	<b>288</b>

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



*Shilpa*



**(b) Online- Admission Form Filled Report (AD119 Report)**

[http://172.16.16.52/admin/index.php?/online\\_mastermeritlist](http://172.16.16.52/admin/index.php?/online_mastermeritlist)

Printed By : Shilpa Printed On : 02-12-2016

Report No : AD119

Deviprasad Goenka Management College of Media Studies

DayWise Online-Admission Form Filled Report(AD119)

Academic Year : 2016-2017

Fromdate : 05-04-2016 Todate : 09-04-2016

Order By : Application Date

Sr. No.	Mkcl. No.	App Id.	Verify status.	Application Date.	Student	Course	Year	Category	Mobile No.
1		55649	N	05-04-2016	/ Gupta Shristi Pradeep	PGDM	FYPGDM(M,E&A)	OPEN	9028012231
2		55693	Y	07-04-2016	/ Shah Richa Sushil shah	PGDM	FYPGDM(M,E&A)	OPEN	9024346741
Grand Total :		2							

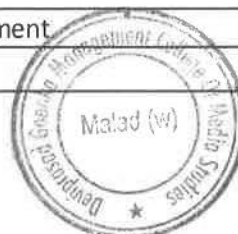
Assumptions

1. / Indicates Female applicants

SAMPLE

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



Adara





**(c) Online- Admission Form Filled Report (AD119 Report)**

[http://172.16.16.52/admin/index.php?admissioncc\\_report](http://172.16.16.52/admin/index.php?admissioncc_report)

Printed By : Shilpa Printed On : 02-12-2016

Report No : AD108

Deviprasad Goenka Management College of Media Studies

Summary Of Admission Done Report (AD108)

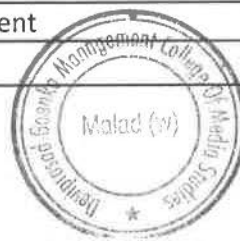
Branch : AICTE Course : PGDM Year : FY Academic Year : 2016-2017

Fromdate : 05-04-2016 Todate : 09-04-2016

Course	Intake	Admission Done upto : 02-12-2016	Admission Cancelled	Available Seats	Fee Amount	Lowest %	Fee Per Category
Branch : <u>AICTE-Unaided</u>							
OPEN	51	1	1	51	3,55,000	89.40%	355000
Inhouse	10	0	0	10	0	%	0
<b>Total :</b>	<b>61</b>	<b>1</b>	<b>1</b>	<b>61</b>	<b>3,55,000</b>	<b>%</b>	
<b>Total Aided + Unaided :</b>	<b>61</b>	<b>1</b>	<b>1</b>	<b>61</b>	<b>3,55,000</b>	<b>%</b>	
Total Male - 0				Total Female - 1			

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



*Shilpa*



**(d) Summary Of Admission Done Report (AD108 Report)**

[http://172.16.16.52/admin/index.php?admissioncc\\_report](http://172.16.16.52/admin/index.php?admissioncc_report)

Printed By : Shilpa Printed On : 02-12-2016

Report No : AD108

Deviprasad Goenka Management College of Media Studies

Summary Of Admission Done Report (AD108)

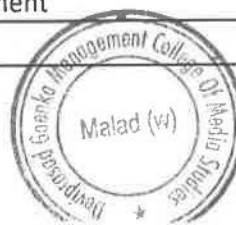
Branch : AICTE Course : PGDM Year : EY Academic Year : 2016-2017

Fromdate : 05-04-2016 Todate : 09-04-2016

Course	Intake	Admission Done upto : 02-12-2016	Admission Cancelled	Available Seats	Fee Amount	Lowest %	Fee Per Category
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<b>Total :</b>	<b>61</b>	<b>1</b>	<b>1</b>	<b>61</b>	<b>3,55,000</b>	<b>%</b>	
Total Aided + Unaided :	61	1	1	61	3,55,000	%	
Total Male - 0		Total Female - 1					

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
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*Malad*



DEVIPRASAD GOENKA  
MANAGEMENT COLLEGE OF MEDIA STUDIES

ADMISSION POLICY 2019-20

Record No. : DGMC/ADMN/REC/ 03/02

Issue Date : 14/11/2018

Revision Date: 00/00/0000

### ANNEXURE III PROVISIONAL ADMISSION OFFER LETTER

Ref No. : DGMC/PGDM/ 2019/01

Date \_\_\_\_\_

To,  
Mr. /Ms. \_\_\_\_\_

Dear Student,

Greetings from Deviprasad Goenka Management College of Media Studies (DGMC)!!!  
Deviprasad Goenka Management College of Media Studies (DGMC) is a part of Rajasthani Sammelan Education Trust (RSET) which has been providing education for more than 70 years. DGMC, based on market study, feedback from industry professionals, and with the study of various programs offered by National and International Institutes including recommendations from Board of Studies (B.O.S.) and Academic Council (A.C.) has designed and developed AICTE approved two year full-time **Post Graduate Diploma in Management (PGDM) Program in Media and Communication**. This program offers two specializations namely, Media & Entertainment and Advertising & Communication. DGMC's PGDM program is spread across six trimesters. The program architecture is revised periodically by eminent personalities from media industry. DGMC also focuses on academic plus activities such as International and Rural Immersions, Value Added Workshops, Career Smart, Employability Readiness Program, Friday Series and Capstone Project with Internship.

We are pleased to inform you that based on your performance in the admission process you are selected for provisional admission to the two year full time **Post Graduate Diploma in Management (PGDM) Program 2019-2021**.

Your acceptance to join the Institute will be construed as your acceptance to abide by all conditions attached herewith and also the rules, regulations or standing orders issued by the Institute authorities from time to time.

We welcome to the world of media, welcome to DGMC!!

Yours Sincerely,

Registrar

Enclosures (2):

Annexure 1: Rules & Regulations & Fee Details

Annexure 2: List of documents to be submitted

#### ACKNOWLEDGEMENT OF ACCEPTANCE OF ADMISSION OFFER PGDM 2019-21

Name of Student: \_\_\_\_\_

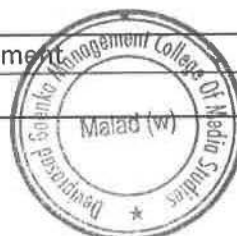
Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



*Adara*



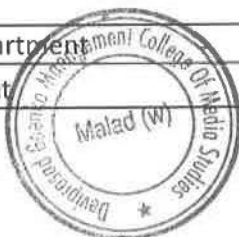
ANNEXURE 1

We would now like you to inform you about admission process as under:

1. We would like to bring to your attention that in case the result of your degree examination is not yet declared, you will be admitted provisionally, subject to your obtaining 50% marks and submitting the statement of marks and provisional passing certificate of degree examination on or before September 30, 2019. Please note that failing to meet this requirement, will result in the cancellation of your admission and no fee will be refunded.
2. You are required to deposit Rs. 1,05,000 (Rs. 95,000 Part Payment of course fees + Rs. 10,000 Refundable Security Deposit) by way of demand draft/pay order drawn in favour of "Deviprasad Goenka Management College of Media Studies" payable at Mumbai **within 15 days from the date of this letter**. Total fee for the First Year is Rs. 3.45 lakhs, and a refundable deposit of Rs. 10,000/-. Payment of fees can also be made through NEFT. Details of the same can be provided on request.
3. You are also required to deposit post dated cheques for Rs. 1,25,000/- dated July 01, 2019, Rs. 1,25,000/- dated October 01, 2019 along with the demand draft/ pay order.
4. The fee for the 2<sup>nd</sup> year is Rs. 3,00,000/- and is payable as under:
  - a. 1<sup>st</sup> installment of Rs. 1,50,000/- payable by way of demand draft/ pay order on or before July 01, 2020.
  - b. 2<sup>nd</sup> installment of Rs. 1,50,000/- by way of post dated cheque dated October 01, 2020.
5. **Tuition Fees includes:** International Immersion, Rural Immersion, Industry Visits, Activities, Exam & Eligibility & Other Incidental expenses
6. **Late Fees:** Late payment of fees will attract a fine of Rs. 100/- per day, maximum upto Rs. 5,000/- For the calculation of late fee, a grace period of two days will be granted.
7. **Cheque Bounce:** A fine of Rs. 200/- will be levied in case of cheque/s bounce. This fine should be paid by DD or Pay Order.
8. At the time of paying the fees, you are required to produce the documents listed in the annexure in **ORIGINAL and two set of self attested copies.**
9. In case you are taking an educational loan you are required to start the loan process immediately for the **FULL AMOUNT** each year. **Bank loan letter will be issued on request.** We advise you to have a laptop before the commencement of classes.
10. In case you wish to cancel your admission, the guidelines of AICTE will be applicable. However, no refund will be granted after the commencement of the academic session.

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



*Handwritten signature*



**DEVIPRASAD GOENKA  
MANAGEMENT COLLEGE OF MEDIA STUDIES  
ADMISSION POLICY 2019-20**

Record No. : DGMC/ADMN/REC/ 03/02

Issue Date : 14/11/2018

Revision Date: 00/00/0000

**ANNEXURE 2**

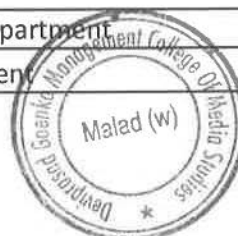
**SUBMISSION OF DOCUMENTS**

**The original certificates along with two sets of attested copies need to be submitted:**

<b>Sr. No.</b>	<b>Particulars</b>
	Please submit following documents at the time of admission
01.	CAT/MAT/XAT/ATMA/CMAT/MH-CET Score Card
02.	Degree Mark-sheet (All Years/semesters) (Issued by University)
03.	Degree Certificate or Passing Certificate (Issued by University)
04.	Photo ID Card copy (Aadhar Card/ Voters ID Card/ Passport)
05.	SSC Mark-sheet/Certificate & HSC Mark-sheet/Certificate
06.	Statement of Purpose (minimum 250 words)
07.	Experience Certificate (if applicable)
08.	2 Recent Passport Size color photographs
09.	Anti Ragging Affidavit

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



*Handwritten signature*



DEVIPRASAD GOENKA  
MANAGEMENT COLLEGE OF MEDIA STUDIES

ADMISSION POLICY 2019-20

Record No. : DGMC/ADMN/REC/ 03/02

Issue Date : 14/11/2018

Revision Date: 00/00/0000

## ANNEXURE IV

### Application for Admission Cancellation

From: (Full Name) \_\_\_\_\_ Date: \_\_\_\_\_

To  
The Director,  
Deviprasad Goenka Management College of Media Studies  
Malad (West)  
Mumbai 400064

Dear Sir,

I would like to cancel my admission to the \_\_\_\_\_ Programme for the  
reason stated below:

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

The details of fees paid are given below:

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

Thanking you,

Yours faithfully

(Signature)  
(For Office Use)

Application received on : \_\_\_\_\_

Receivers Name: \_\_\_\_\_

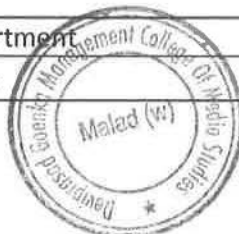
Refund Due: \_\_\_\_\_

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Director

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



*Alka*



## ANNEXURE V

### Application form for students to request bank loan assistance

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

Admission Form No.: \_\_\_\_\_

Course: \_\_\_\_\_

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

To  
The Director,  
Deviprasad Goenka Management College of Media Studies  
Mumbai 400 064

**Sub: Letter for Bank Loan**

Sir,

I am seeking admission to \_\_\_\_\_ course during the academic year 20\_\_\_\_\_ to  
20\_\_\_\_\_ for Rs. \_\_\_\_\_ at your institute. I am seeking Educational Loan from a Bank for funding my  
fees.

Kindly issue me a letter addressed to \_\_\_\_\_ Bank,  
\_\_\_\_\_ Branch to enable me to obtain educational loan.

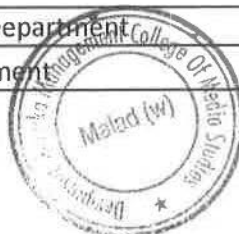
Thanking you,

Yours faithfully,

\_\_\_\_\_  
(Signature of the student)

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



*Handwritten signature*



DEVIPRASAD GOENKA  
MANAGEMENT COLLEGE OF MEDIA STUDIES

ADMISSION POLICY 2019-20

Record No. : DGMC/ADMN/REC/ 03/02

Issue Date : 14/11/2018

Revision Date: 00/00/0000

## ANNEXURE VI

### Letter from College to Bank for Education Loan

(Letter issued to PGDM, Garware & BA FTNMP students)

Ref. No.

Date:

To,  
The Branch Manager,  
Bank Name,  
Place, City

Sub: Education Loan

Sir,

Student Name has been selected for admission to \_\_\_\_\_ (duration) full/part-time \_\_\_\_\_ (programme name), approved by/ affiliated to \_\_\_\_\_ during the academic year 2019-21.

#### FEE STRUCTURE FOR \_\_\_\_\_ PROGRAMME (BATCH 2019-21)

PARTICULARS	1 <sup>st</sup> Year	2 <sup>nd</sup> Year
Tuition Fee		
Security Deposit		
<b>Total Fees in Rs. (Approximate)</b>		

This letter is being issued to him/her to enable him/her to apply for Education Bank Loan.

You are requested to process his/her loan application as per your bank policy, and sanction loan at the earliest, to enable the student concerned to pay the fees in time to secure the admission.

The DD should be drawn in favour of 'Deviprasad Goenka Management College of Media Studies'. (A/c No. 35020100005167) (IFSC Code: BARBOSUNGOR)

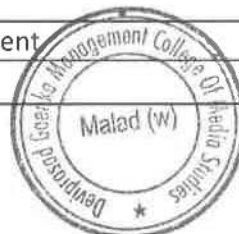
Thanking You,

Yours Faithfully,

Director

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



*Handwritten signature*





### ANNEXURE VII

### Application from student for Refund of Security Deposit

(PGDM, Garware & BA FTNMP students)

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

To,  
The Principal  
DGMC  
Mumbai – 400 064

**SUB : Application for Refund of Security Deposit.**

Respected Madam,

I, Mr./Ms....., student of Class ..... Division ..... Roll No. ...., hereby request you to refund Security Deposit which I had paid at the time of admission vide - Receipt No..... dated .....

Yours faithfully,

.....  
*Signature of the Student*

Bank details for refund of deposit–

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

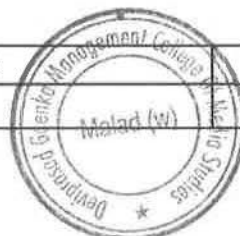
- Encl :
- 1] Original Fees Receipt
  - 2] Photocopy of Bank Pass Book (1<sup>st</sup> Page) OR Cancelled cheque

### ACKNOWLEDGEMENT

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

Date : ..... Receiver's Signature & College Seal .....

Issue No.: 06		
PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



*Arora*



**ANNEXURE VIII**



**ADMISSION CANCELLATION FORM**

**INFORMATION OF THE STUDENT**

DATE: \_\_\_\_\_

STUDENT NAME : \_\_\_\_\_ CLASS: \_\_\_\_\_

FEES RECEIPT NO. \_\_\_\_\_ DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NO. \_\_\_\_\_ EMAIL ID \_\_\_\_\_

DIVISION / ROLL NO.: \_\_\_\_\_

**REASON FOR CANCELLATION**

Indicate your reason for cancellation in the space provided below

\_\_\_\_\_

\_\_\_\_\_

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

**COLLEGE USE ONLY**

Head of the College Remarks for Cancellation

\_\_\_\_\_

\_\_\_\_\_

Signature of Course Coordinator/Vice-Principal \_\_\_\_\_ Principal \_\_\_\_\_

**FOR MANAGEMENT USE ONLY**

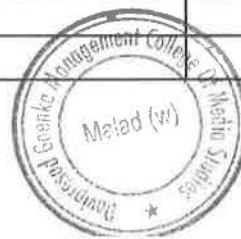
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

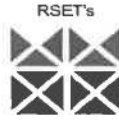
SIGNATURE OF APPROVER: \_\_\_\_\_ DATE: \_\_\_\_\_

Issue No.: 06

PREPARED BY	Admin. Department	14-11-2018
APPROVED BY	Management	00-00-2018



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

## Policy

### Training and Placement Cell

#### Introduction

The Training and Placement Cell (TAP) has been formed as part of the Internal Quality Assurance Cell (IQAC) in DGMC media college, Mumbai to provide training and placement opportunities for the students. The primary objective of the TAP is to train the students to become industry-ready and assist them in getting placed in reputed companies.

#### Objectives

The following are the objectives of the Training and Placement Cell:

- a. To provide training and guidance to the students to become industry-ready.
- b. To assist the students in getting internships, training, and placement opportunities in reputed companies.
- c. To establish a strong network with the industry for knowledge sharing and placement opportunities.
- d. To organize career development programs, workshops, and seminars for the students to enhance their skills and knowledge.

#### Composition

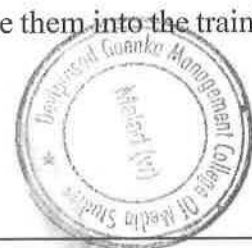
The Training and Placement Cell shall consist of the following members:

- a. Chairman: Head of the Institution or his/her nominee.
- b. Training and Placement Officer: A faculty member appointed by the Head of the Institution.
- c. Placement Coordinators: Two faculty members from the college.
- d. Industry Experts: Two experts from the industry nominated by the Head of the Institution.
- e. Student Representatives: Two students nominated by the Head of the Institution.

#### Functions and Responsibilities

The Training and Placement Cell shall perform the following functions and responsibilities:

- a. Develop and maintain a database of the students and their skills and knowledge.
- b. Identify the skill gaps and requirements of the industry and incorporate them into the training programs.



- c. Organize training programs, workshops, and seminars to enhance the skills and knowledge of the students.
- d. Facilitate internships, training, and placement opportunities for the students in reputed companies.
- e. Establish a strong network with the industry for knowledge sharing and placement opportunities.
- f. Organize career development programs and mock interviews for the students.
- g. Prepare and submit reports to the IQAC regarding the progress and achievements of the Training and Placement Cell.

### **Funding**

The Training and Placement Cell shall be funded by the college. The expenses for organizing training programs, workshops, and seminars shall be borne by the college.

### **Review and Evaluation**

The Training and Placement Cell shall be reviewed and evaluated by the IQAC annually. The review shall include an assessment of the progress and achievements of the cell and recommendations for improvement.

### **Conclusion**

The Training and Placement Cell is an important initiative to train the students to become industry-ready and assist them in getting placed in reputed companies. The cell shall work towards establishing a strong network with the industry for knowledge sharing and placement opportunities. The success of the cell shall depend on the active participation and cooperation of the members and the industry partners.

Approved By:





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

# PLACEMENT DECK

---

DUMCs

TRAINING AND PLACEMENT CELL





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

## 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 over seven decades. DGMC provides courses on Communication and Filmmaking at undergraduate and postgraduate levels, and offers autonomous Postgraduate Programs (PGP) in various verticals of the media such as Integrated Marketing, Advertising and Communications; Event Management; Filmmaking; Sports Marketing and Management. DGMC runs a PGDM program in Media and Communication approved by the AICTE.

## PRINCIPAL'S DESK

As the Principal of this Institute, I believe that an inquisitive mind is a gift to be cherished and nurtured and we at DGMC aspire to make the ordinary come alive, continue to inspire, empower and challenge our students through our holistic approach to imparting education. Our students are fortunate that the Faculties at our institute have designed the The Training program, that covers modules on soft skills, trains the students to be good listeners, prepares them for an interview, written tests and group discussion, enhances their skills in public speaking and thus helps them to become employable. This program designed by the faculties of the Training and Placement Cell teaches the students to be professional in their approach and also gives them an understanding to meet deadlines and handle peer pressure. All these extra efforts are undertaken by our faculties with no extra cost to the students enrolled with the Training and Placement Cell. The sessions of the Training program are planned keeping their academic calendar in mind and are conducted accordingly.



## PLACEMENT OFFICER

Shravani Vichare

Experience:

- Industry: 3 Years
- Academic: 13 Years

Area of interest/specialization: Media & Entertainment



## WHAT IS TAP?

---

Deviprasad Goenka Management College of Media Studies - 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.



## WHY DID WE START?

---

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

# TAP STRUCTURE

## BASIC LEVEL

---

(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.

## INTERMEDIATE LEVEL

---

(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.

## ADVANCE LEVEL

---

(TY BAMMC/BAFTNMP and TY MA)

In the final part, the emphasis shall be on Identifying potential career paths, making a decision on the best option and developing 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 specialization.



## HIGHLIGHTS

---

1: 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

2: 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.

3: 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.

4: The package that our students have received through TAP ranges maximum upto Rs 5,00,000 per annum

## OUR KNOWLEDGE PARTNERS

---

Sno	Name of the Company
1	Egg First Advertising
2	NH Studios
3	The Minimalist Advertising
4	LN Events and Entertainment
5	EMS Global and Events
6	Mindstorm
7	Media Storm Advertising
8	Blazn India Advertising
9	Coconut Media Company
10	Friday Film Works
11	Endemol Shine
12	Frame Productions
13	The Gracel Advertising
14	Benaras Media Works





## STUDENT'S SPEAK

### SANMAN HUTGIKAR

As a student of DGMC I have been a part of The Training and Placement cell, an initiative by DGMC to make students employable ready. TAP session are conducted simultaneously with our regular lectures, it is classified into three stages just as our degree, the main thing that I like about TAP is that they focus and pick such topics for their sessions that are really interesting like "Meeting and Greeting", Professional communications, Resume making etc. all these concepts when heard for the first time sound really simple and easy but after attending these sessions I realized that there are so many in depth things that I did not know about them, I feel really fortunate that I have a initiative like The Training and Placement cell in my college which helps me and also many other students to get ready professionally for the industry free of cost.



### VANSHITAA MEHTA

It was an amazing experience to be a part of the Training and Placement program (TAP) for the past two years. It helped me in improving my communication skills and also helped me in personality development, where I learnt the insight to crack an interview. Professor's associated with the training and placement program helped me with career opportunities. Special thanks to the professors who believed in me and helped me clear my first interview with LN Events and Entertainment



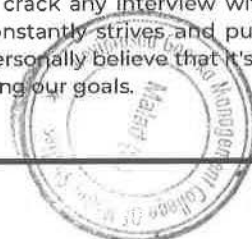
### HARSH THOKAL

It was a great experience to be a part of the Training and Placement program (TAP), where I got to learn so many things apart from the college curriculum. Every college should have such kinds of programs to enhance one's capabilities. I was lucky enough to crack my first interview at Contiloe Pictures Pvt. Ltd., where I got my internship, and later got placed there as an Associate Creative Head. All thanks to DGMC and its faculty.



### SHIFA KHAN

My name is Shifa Khan from SYBAMMC. I am currently working at an advertising agency called Blazn. Being a student with a mere experience of 6 months and getting hired full time with a pretty decent pay would not have been possible if our college DGMC would not have taken the initiative of training us via the Training and Placement program. I think we are privileged to have professors who have taken two hours out of their busy schedules to train us after our lectures. They helped us build apt resumes, they helped us with our confidence in our interview skills and made us ready enough to crack any interview with valor. It has been of great help in getting us placements, she constantly strives and puts efforts for getting us a good job according to our caliber. Lastly, I personally believe that it's a great opportunity for us students to learn and get ready for achieving our goals.



BBC



SOCIAL  
KINNECT  
Digital Marketing Agency

eggfirst

hindustantimes

WM  
WAVEMAKER  
MEDIA CONTENT TECHNOLOGY

Le Grand

FCBULKA

FRUITBOWL  
Digital Media Pvt. Ltd.

epic



TBWA

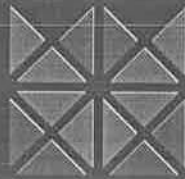
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Deviprasad Goenka  
**management college of media studies**

INDIA'S PREMIER MEDIA SCHOOL



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INDIA'S PREMIER MEDIA SCHOOL

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

Notice: 594/2021

15<sup>th</sup> Dec 2021

## NOTICE

### Training and Placement Cell

The TAP cell is organising a session on Presentation Skills on the 18<sup>th</sup> Dec 2021 from 3pm to 5pm. The link for the same will be sent shortly.

The Presentation Skills session will enhance your performance at interviews.

All TAP registered students are required to attend the same.



**Dr. Amee Vora**  
**Principal**





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

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

Notice: 695/2022

7<sup>th</sup> April 2022

## NOTICE

### Training and Placement Cell

### Workshops

The TAP cell is organising online workshops for the registered TAP students. Students are hereby requested to take note of the same. Attendance is compulsory.

Sr. No.	Workshops	Date & Timing
1	Johari Window	11 <sup>th</sup> April 2022 from 3pm to 4pm
2	CV, Portfolio and LinkedIn Handle	11 <sup>th</sup> April 2022 from 4.30pm to 5.30pm

The link for the above sessions will be sent on the group.

**Dr. Ameer Vora**  
Principal



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

Notice: 258/2020

21<sup>st</sup> Dec 2020

## NOTICE

### Training and Placement Cell

The TAP cell is organising online workshops for the registered TAP students.  
Students are hereby requested to take note of the same.  
Attendance is compulsory.

Sr. No.	Workshops	Date & Timing
1	Basics of Communication	26 <sup>th</sup> Dec 2020 from 2.30pm to 4pm
2	Comprehension of Business Documents	28 <sup>th</sup> Dec 2020 from 3pm to 4pm.
3	Body Language – Basic Attitude	30 <sup>th</sup> Dec 2020 from 3pm to 4.30pm
4	Public Speaking	30 <sup>th</sup> Dec 2020 from 3pm to 4.30pm
5	Revision and Evaluation	31 <sup>st</sup> Dec 2020 from 3pm to 4.30pm

The link for the above sessions will be sent on the group.



**Dr. Ameer Vora**  
Principal





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

## Policy

### Industry Academia Cell

#### Introduction

The Industry Academia Cell (IAC) has been formed as part of the Internal Quality Assurance Cell (IQAC) in DGMC media college, Mumbai to foster a strong collaboration between the industry and academia. The primary objective of the IAC is to bridge the gap between academia and industry by promoting knowledge sharing, skill development, and research activities.

#### Objectives

The following are the objectives of the Industry Academia Cell:

- a. To establish a strong network between the industry and academia for knowledge sharing, research, and skill development.
- b. To identify the skill gaps and requirements of the industry and incorporate them into the curriculum to make the students industry-ready.
- c. To provide internships, training, and placement opportunities for the students to gain practical exposure and experience in the industry.
- d. To encourage research and development activities in collaboration with the industry to solve real-world problems.
- e. To organize workshops, seminars, and conferences to promote interaction and exchange of ideas between the industry and academia.

#### Composition

The Industry Academia Cell shall consist of the following members:

- a. Chairman: Head of the Institution or his/her nominee.
- b. Coordinators: Two faculty members from the college.
- c. Industry Experts: Two experts from the industry nominated by the Head of the Institution.
- d. Student Representatives: Two students nominated by the Head of the Institution.



*Handwritten signature*

### **Functions and Responsibilities**

The Industry Academia Cell shall perform the following functions and responsibilities:

- a. Identify the industry partners and collaborate with them for various activities.
- b. Conduct meetings regularly to review the progress and plan for future activities.
- c. Identify the skill gaps and requirements of the industry and incorporate them into the curriculum.
- d. Facilitate internships, training, and placement opportunities for the students in the industry.
- e. Organize workshops, seminars, and conferences to promote interaction and exchange of ideas between the industry and academia.
- f. Identify research and development opportunities in collaboration with the industry to solve real-world problems.
- g. Prepare and submit reports to the IQAC regarding the progress and achievements of the Industry Academia Cell.

### **Review and Evaluation**

The Industry Academia Cell shall be reviewed and evaluated by the IQAC annually. The review shall include an assessment of the progress and achievements of the cell and recommendations for improvement.

### **Conclusion**

The Industry Academia Cell is an important initiative to bridge the gap between academia and industry. The cell shall work towards creating a strong collaboration between the two sectors to promote knowledge sharing, skill development, and research activities. The success of the cell shall depend on the active participation and cooperation of the members and the industry partners.

Approved By:



A handwritten signature in black ink, appearing to read "Asha".

OFFICE COPY



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

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

Ref.: DGMC/2022/2235

Date: 7<sup>th</sup> Jan 2022

To,  
Mr. Vinod Ranganath  
502, Anmol Enclave,  
Govind ji shroff lane,  
off SV road, Goregaon West,  
Mumbai 400104

Dear Mr. Vinod Ranganath,

**Sub: Invitation to Conduct a Workshop @ DGMC**  
**For TYBAFTNMP students**

We are pleased to inform you that you will be conducting a **5-day Workshop** on the **Writing for TV & Films** for the Academic Year 2021-22 students organized by Deviprasad Goenka Management College of Media Studies (DGMC) on **Monday 10<sup>th</sup> Jan 2022 to 14<sup>th</sup> Jan 2022 from 10am to 5pm.**

**You shall be paid an honorarium as follows:**

1. Rs. 7,000/- per day (i.e . Rs. 35,000/- for 5 days)

The honorarium is subject to deduction of TDS, as per the applicable rates from time-to-time.

**You are requested to submit the following:**

1. Personal Detail form.
2. Banking details in the attached format

Annexure 1

Annexure 2

@ With best regards,

Dr. Ameer Vora  
Principal

Ashok Saraf  
Vice Chairman - DGMC



Received  
14-01-2022  
Sudha

Recd  
25.1.22



## Visiting Faculty Details (Annexure 1)

### Personal Details:

Name:- VINOD RANGANATH

Address:- 502, ANMOL ENCLAVE, GOVIND JI SHROFF LANE, OFF SV ROAD, GOREGAON WEST,  
MUMBAI 400104

Telephone Number:- NA

Email Address:- rangnath.vinod@gmail.com

Pan Card No:- AABPR3644Q

### Educational Qualification Details

Degree	University	Date Of Passing	Division/Class	Subject/ Specialization
BA	MUMBAI	JUNE 1986	SECOND	ECONOMICSPOLITICS
MA PART 1	MUMBAI	AUGUST 2021	FIRST	HISTORY
MA PART 2	MUMBAI	-	-	HISTORY

### Industry Experience

Designation	Name of Employer	Duration
NA		
NA		

*Handwritten signature*



**Prior fulltime teaching experience**

P.G (in Years):- 22 YEARS

U.G (in Years):- 5 YEARS

**Subjects Expertise/Area of Interest**

- 1) Film & TV Script writing
- 2)
- 3)

I clarify that the details provided is correct as per records available to me

Signature,



Particulars	Designation	Signature
Issue and Control		
Reviewed By Principal /Dean		
Approved by Principal / Dean / Registrar		
CC to GM Accounts & Finance		
CC to HR Manager		



**Annexure 2**

Date:

Dear Madam/Sir,

In order to streamline the operations and for ease in transfer of remuneration to the visiting faculty by way of RTGS/ NEFT, we would request you to submit the information in the following format at the earliest. With effect from 1<sup>st</sup> November 2015, all the payments will be through RTGS/ NEFT.

<b>Name (In full)</b>	<b>VINOD RANGANATH</b>
<b>Address</b>	502, ANMOL ENCLAVE, GOVIND JI SHROFF LANE, OFF SV ROAD, GOREGAON WEST, MUMBAI 400104
<b>Mobile / Landline number</b>	9820034976
<b>Email</b>	ranganath.vinod@gmail.com
<b>PAN Card No.</b>	AABPR3644Q
<b>Aadhaar Card No.</b>	764379816417
<b>Name as per Bank records</b>	<b>VINOD RANGANATH</b>
<b>Account Number</b>	219010100006200
<b>IFSC code</b>	UTIB0000647
<b>Bank Name</b>	<b>AXIS BANK</b>
<b>Branch</b>	<b>GOREGAON WEST BRANCH</b>

**NOTE:** Please write in Capital Letters

Regards,

Dr. Ameer Vora  
Principal

*Ameer*



CC: Accounts



Rajasthani Sammelan

R. S. Campus, S. V. Road, Malad (West), Mumbai-400 064

Tel : 022 - 0873 3807

**APPLICATION FORM FOR ID CARD - VISITING FACULTY**

Institute Name :

DGCM

\_\_\_\_\_

\_\_\_\_\_

Photo



Full Name in Block Letters (First Name)	(Middle Name) (Surname)
VINOD	RANGANATH

Age	Date of Birth	Sex	Blood Group	Employee Code	Marital Status
56	01/07/1965	M	O+		MARRIED

*Handwritten signature*



Present Address	Permanent Address
SAME AS ABOVE	SAME AS PRESENT ADDRESS
Telephone Number - Residential : - Mobile SAME AS ABOVE	



.....  
**Signature of Employee**

Date :

.....  
**Signature of HOI**

Date




## Profile

**Name: - Vinod Ranganath**

**Age:- 56**

### PROFESSIONAL WORK EXPERIENCE

**TELEVISION :-** Has written thousands of episodes on television in the last 27 years. Major works among them are: - 'Swabhimaan' 'Kittie Party' & Sarkarr, all based on Concepts by Ms. Shobhaa De. 'Itihaas' Ekta Kapoor's first daily Soap Opera. Jassi Jaisi Koi Nahi. Kituu Sab Janti, Laagi Tujh Se Lagan, Sea Hawks, Saaya, Laut Aao Trisha.. Mere Angane Mein, Crime Patrol and many more...

### FEATURE FILMS :- STORY, SCREENPLAY & DIALOGUES

- Written the Story & Screenplay of Hindi feature film, 'Do Rahaien' Directed by **Lekh Tandon**. Produced by Plus Channel: - **Amit Khanna & Mahesh Bhat**
- Wrote the Story, Screenplay & Dialogue of 'Mast' Directed by **Ram Gopal Varma**.
- Wrote the Screenplay of the Malayalam film, 'Millennium Stars', Directed by **Jayaraj**.
- Wrote Screenplay for Hindi Film **Ishq-Vishq**, for Tips, directed by **Ken Ghosh**
- Written the screenplay for the film 'Vibhatsa' directed by **Jayaraj**.
- Co-Written Story & Screenplay for the film 'Khap' Directed by **Ajai Sinha**

**Ashutosh Gowariker's 'Swadesh'** was based on the teleplay 'Vapasi', written for Zee's Yule Love stories in 1995.

**Teaching: -** Has conducted a Television writing programme titled **Qalam** for **indiantelevison.com** for 3 years. Has trained more than 200 students in TV script writing in the last 20 years. Visiting faculty at **FTII Pune & Whistling Woods International, Mumbai**.

Main Tutor and Course Director of **FTII's 24 week writing for TV & Web Course**. Four batches have passed out between July 2017 & January 2020.

Trained apprentices for **Star Jalsha in Kolkatta** and also conducted a writing workshop for **SONY TV programming Team**.

Been a visiting faculty at the **Jilin Animation Institute in Changchun, China**  
Has also conducted Master classes at the **Xi'an Jiaotong-Liverpool University Suzhou, China**.

Has been Conducting Writing Workshops in Mumbai and other cities in India.

### **THEATRE BACKGROUND**



*Arora*

*Has been doing theatre in Hindi, Malayalam and English for the last thirty eight years in Mumbai. Started doing amateur theatre during college days at St. Xavier's College. Has won the best actor award at 'Foyte' The Inter Collegiate theatre competition at Mood Indigo IIT Mumbai in 1985.*

*Has worked with Pt. Satyadev Dubey and his group Theatre Unit since 1983 onwards. Has Co directed 'Sambhog Se Sanyaas Tak' with Satyadev Dubey in 1989. Joined the theatre group Arpana in 1985.*

*Has directed for Arpana, an adaptation of Harold Pinter's 'Night out' in Hindi titled, 'Ek raat' in 1991. Adapted and directed two plays, 'Tax Free and 'Appa Ya Bappa' in 1993. Directed a revival of Tendulkar's 'Paanchi Aise Aate Hai' in 1998.*

*Conducted a theatre workshop for Malayalam actors at the Kerala Samajam in King's Circle from September 1995 to January 1996. Formed a theatre group called Workshop Productions and directed a Malayalam play, 'Avinash' written by Shanta Gokhale. Directed 'Ormagal Unnarratte' For Pratibha theatre Group in March 1999. Recently directed Mumbaiyyile Kakagal an adaptation of Shafat Khan's 'Mumbaiche Kawle'.*

*Co Directed and acted in English Play , 'A Suitable Bride' which ran successfully for over a year. It premiered in June 1996.*

*The Film 'What's Your Rashee?' Directed by Ashutosh Gowariker is loosely based on this play, which is an adaptation of 'Kimball Ravenswood' a novel by Madhu Rye.*



*Arpana*


 भारत सरकार  
 GOVERNMENT OF INDIA  

 विनोद रंगाबाब  
 Vinod Ranganath  
 जन्म तिथि/ DOB: 01/07/1965  
 पुरुष / MALE  
  
 7643 7981 6417  
 मरण आधार मरी पड्डलान

*Vinod Ranganath*


 भारतीय विशिष्ट पहचान प्राधिकरण  
 UNIQUE IDENTIFICATION AUTHORITY OF INDIA  
 Address:  
 S/O. M.V. Ranganath, 507, Acmal  
 Enciave, Suvistaji Shroff Lane,  
 Old S.V. Road, Opp Paki Petrol  
 Pump, Goregaon (West),  
 Mumbai - 40004  
 7643 7981 6417  
  







*Arora*



आयकर विभाग  
INCOME TAX DEPARTMENT

भारत सरकार  
GOVT OF INDIA

VINOD PARARATH RANGANATH  
PARARATH VAMANRAO RANGANATH

01/07/1965  
Pan Card Number  
AABPR3644Q

*Vinod Ranganath*  
Signature



*AS Vinod Ranganath*

*[Signature]*  
ML

एनआरएन कार्ड नं. 01/07/1965/ AABPR3644Q

आयकर विभाग, भारत सरकार, नई दिल्ली

मि. वि. रंगनाथ राव

एनआरएन कार्ड नं. 01/07/1965/ AABPR3644Q

फोन नं. - 411045

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*Arka*

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*Vinod*

## FYBA FTNMP -II Div-A

### ATTENDANCE SHEET FOR REMEDIAL

LECTURE: Subject: Writing for Visual Media: Prof: Subhmitra Adhikari

		Feb-20						
		Date						
Rollno	Student Name	7	7	8	8	14	14	15
7019007	Sanidhya Rajesh Nigam	1	1	1	1	1	1	1
7019008	Sanjana Arun Pawar							
7019009	Ravi Bhiva Ram Prajapat	1	1	1	1	1	1	
7019012	Mithil Amod Raikar		1		1	1		1
7019013	Roshankumar Santosh Sah				1		1	
7019014	Bhargav Rohit Shah	1	1		1		1	
7019018	Rahul Sanjay Sharda	1	1				1	
7019019	Keshav Atul Sharma					1	1	1
7019024	Pallavi Ravinder Verma	1			1			
7019025	Rushil Ramesh Parmar		1			1		1
7019026	Saloni Rohit Raut	1	1					
7019032	Prachi Sudesh Shetye					1		
7019033	Aparna Rajendra Singh	1	1	1	1	1		
7019034	Divya Rajendra Vikhankar	1	1	1	1	1	1	1
7019035	Faisal Shakil Khan	1	1	1	1	1	1	1
7019039	PariharPratham Dharmendra	1	1	1	1	1	1	
7019040	Rajput Anju Bhawarsingh					1	1	1
7019041	Shinde Ankit Gunaji	1	1			1	1	
7019042	Shirsat Rishikesh Rajiv	1			1	1	1	1
7019048	Badani Shubham Vipul	1	1					
		Signature						

*Adhikari*



## SYBA FTNMP -IV Div-B

### ATTENDANCE SHEET FOR REMEDIAL

LECTURE: Concepts of Post Production & Computer Graphics: Prof. Shalu Balan

		NOV-DEC 2019						
		Date						
Rollno	Student Name	15	28	29	29	5	5	12
7018055	Sanidhya Rajesh Nigam							
7018059	Sanjana Arun Pawar		1	1	1			
7018061	Ravi Bhiva Ram Prajapat	1		1	1	1	1	
7018064	Mithil Amod Raikar	1	1	1	1			1
7018066	Roshankumar Santosh Sah		1	1	1	1	1	1
7018069	Bhargav Rohit Shah		1	1	1	1	1	1
7018070	Rahul Sanjay Sharda		1	1	1	1	1	1
7018073	Keshav Atul Sharma	1	1	1	1	1	1	
7018083	Pallavi Ravinder Verma	1						
7018087	Rushil Ramesh Parmar	1	1	1	1	1	1	1
7018088	Saloni Rohit Raut					1	1	
7018089	Prachi Sudesh Shetye		1			1	1	1
7018090	Aparna Rajendra Singh					1	1	
7018092	Divya Rajendra Vikhankar		1	1	1	1	1	1
7018093	Faisal Shakil Khan							
7018095	PariharPratham Dharmendra					1	1	
7018097	Rajput Anju Bhawarsingh							
7018099	Shinde Ankit Gunaji		1	1	1	1	1	
7018100	Shirsat Rishikesh Rajiv		1					1
7018108	Badani Shubham Vipul			1	1			

Signature

