

RSET's



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

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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7.	Anti-Ragging posters



*Handwritten signature*

RSET's



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

## **1. Grievance Policy**

The institute has a well-defined Grievance Policy to address any kind of grievance. Various committees like the Discipline Committee, Student Grievance Redressal Committee, Anti-ragging Cell, Women Development Cell; sub-function for sexual harassment cases, were formed under an umbrella of Grievance Policy for taking appropriate action against any grievance.

### **1.1 Grievance Redressal Mechanism**

The Grievance Redressal is a management and governance related process adopted in Deviprasad Goenka Management College of Media Studies, Malad.

The term “Grievance Redressal” primarily covers the receipt and processing of complaints from stakeholders, a wider definition including actions taken on any issue raised by them to function as per their roles more effectively. The institute has a Grievance Redressal Committee in place, which takes care of any kind of cases occurring in the organization.

The effectiveness of implementation of the Mechanism can be calculated by the following parameters:

- Count and the nature of cases received
- Time taken for corrective action
- Escalations required
- Confirmations & rejections after completion
- Repeat nature of grievances

### **1.1.1 Process**

Input acceptance: Faculty members/staff members and students may convey their grievances to the organization through offline mechanisms such as verbal and written communication or through suggestion boxes. They may also convey their grievances through online mechanisms by mailing the complaint to the Grievance Redressal Committee Chairperson and/or to the committee members.

Anonymity: Complainants are often reluctant to report grievances that target individual faculty or staff members of the organization. To avoid such issues the committee assures that Complainant identity will be hidden from others, and preferably from everyone.

### **1.1.2 Workflow**

The objective is to achieve redressal for student grievances.

The Principal is the apex authority for grievance redressal.

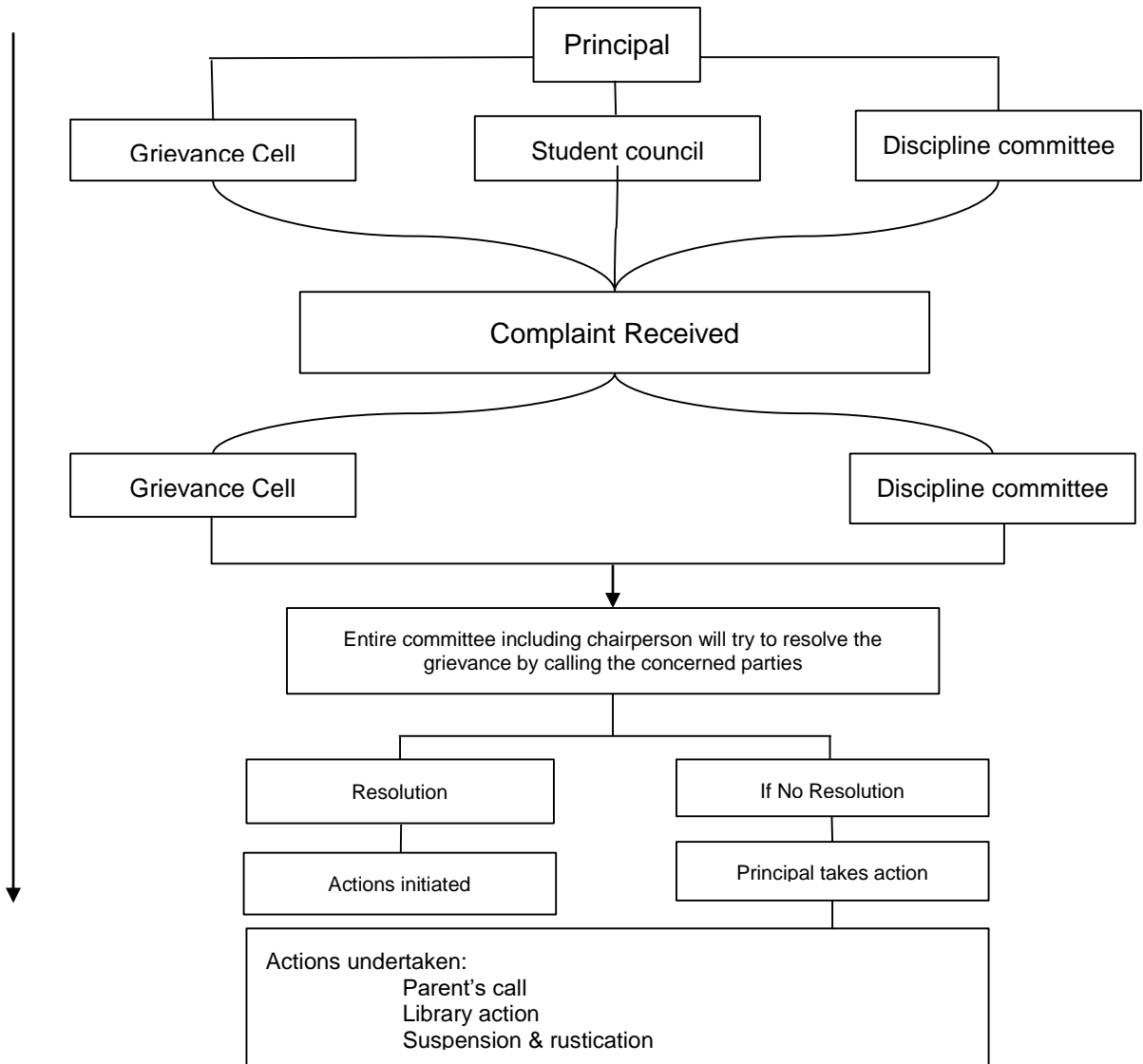
The redressal mechanism, then, gets divided into 3 bodies namely Grievance Committee, Student's Council and the Discipline committee.

- The Student Council has a suggestion box in place within campus premises to receive feedback from the students. The frequency of opening of the suggestion box is once every fortnight.
- The student council identifies grievances from the suggestion box and submits them to the Grievance Cell or the Discipline committee based on its nature.
- The respective committees then, in its entirety along with its chairperson, attempt to resolve the case by calling the concerned parties.
- If there is resolution achieved, appropriate actions are initiated by the committee.
- If the committee is unable to achieve resolution on the case, the case is referred to the Principal.

The Principal then takes actions befitting for the redressal of the grievance. The actions initiated are always of corrective and non-punitive nature. The actions undertaken are:

1. The parents of the students in question are summoned to inform them about the case.
2. The student has to submit a written undertaking to the Principal accepting his punishment.
3. Student's are given library duty for offenses of milder nature.
4. Depending on the severity of the case, actions such as suspension or expulsion are also taken.

**Student Grievance Redressal Flowchart**



## **1.2 Internal Complaints Committee**

The Institution has established the Internal Complaints Committee with the objectives of redressing the grievances of the students and the staff, of any sort related to women. It provides confidential and supportive environment for members of the campus community who might likely have been sexually harassed; advises complainant of the informal and formal means of redressal; ensures the fair and timely redressal of sexual harassment complaints. It also provides information regarding counseling and support services on the campus, and promotes awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

### **1.2.1 Objectives of the Committee**

- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the university premises.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the institute.

### **1.2.2 What is Sexual Harassment?**

According to the Supreme Court Order, sexual harassment is any unwelcome:

- Physical contact and advances,
- Demand or request for sexual favour
- Sexually coloured remarks
- Display of pornography
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.
- Basically it is any unwelcome words or actions of sexual nature.

### 1.2.3 Functions of the Committee

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- To advise complainants of the informal and formal means of resolution as specified by the Cell.
- To ensure the fair and timely resolution of sexual harassment complaints.
- To provide information regarding counselling and support services on the campus.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

### 1.2.4 Goals of the Committee

The Cell seeks to achieve

- **Awareness Through Dissemination of Information** - through production, distribution and circulation of printed materials, posters and handouts
- **Awareness Through Workshops** - about sexual harassment for faculty, non-teaching staff and students. The aim is to develop a non-threatening and non-intimidating atmosphere of mutual learning.
- **Awareness by Counseling** - Confidential counseling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported as it is being a sensitive issue.

### 1.2.5 Preventive steps

It will be the endeavor of the committee:-

- To facilitate a safe environment that is free of sexual harassment.
- To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

## **1.2.6 Remedial**

To ensure that the mechanism for registering complaints is safe, accessible and sensitive. The mechanism for registering complaints is safe, accessible and sensitive. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.

To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents. To seek medical, police and legal intervention with the consent of the complainant. To make arrangements for appropriate psychological, emotional and physical support (in the form of counseling, security and other assistance) to the victim if so desires.

## **1.2.7 Procedure for registering Complaints**

The Internal Complaints Committee of DGMC follows The Gazette of India Circular issued on May 2nd, 2016 for HEI by the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015. As per the circular, the procedure for registering complaints is:

- An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;
- Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.”
- Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

### **1.2.8 Enquiry Procedure**

The Internal Complaints Committee of DGMC follows The Gazette of India Circular issued on May 2nd, 2016 for HEI by the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015. As per the circular, the procedure for enquiry is:

1. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
2. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
3. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
4. The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
5. An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.
6. If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.
7. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a



conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

8. The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

### **1.3 Anti Ragging Committee**

Anti-ragging committee is the supervisory and advisory committee on matters of planning action for building and preserving a culture of ragging free environment in the institute campus. The Anti-Ragging committee regularly checks places like hostels, canteens, classrooms and other places of student congregation, for any incidents of ragging, and educates the students at large in the college about the menace of ragging and related punishment provisions. Anti-ragging committee will be involved in designing strategies and action plans for curbing the menace of ragging in the institute by adopting an array of activities.

#### **1.3.1 What is Ragging?**

As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009,

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or

embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **1.3.2 Procedure for registering Complaints**

The college follows the procedure established under the UGC Circular for curbing the menace of Ragging 2009. The procedure is as follows:

- Complaints against any student indulging in ragging should be immediately brought to the notice of the members Anti – Ragging Cell.
- The Complaint can be made either in writing or in digital form – email or link as provided on the college website
- The Complaints can be made by the victim student or any friend of the victim student or the Class Representative of the Student or by any person having knowledge of the incident.

### **1.3.3 Measures for Prohibition of Ragging**

- Members of Student Council act as members of Anti Ragging Squads and keep vigilance in the college premises and report to the committee any matter of ragging which comes or is brought to their notice.
- Details of the members of the Anti-Ragging Committee are displayed on the college notice board, college website and college premises as well as the College premises are under CCTV Surveillance.
- Orientation of the students and sensitizing the senior students towards the newcomers by the Principal and the staff during the orientation program.
- The institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- The application for admission, enrolment or registration must be accompanied by an Anti-Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian.

### **1.3.4 Administrative Action in the event of Ragging:**

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- With holding results or Cancellation of admission.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel.
- Rustication from the institution for a period ranging from one to four semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

## COMPOSITION OF COMMITTEES (2022-23)

### Composition of Grievance Redressal Committee

1.	Prof. Kanchan Luthra	Chairperson
2.	Ms. Rakhi Patekar	Member
3.	Prof. Viraj Bandekar	Member Secretary

### Composition of Discipline Committee

1.	Mr. Srinivasrao Challapalli	Chairperson
2.	Prof. Selvi P	Member

### Composition of Anti Ragging Committee

1.	Mr. Yashwant Baing	Chairperson
2.	Ms. Sarika Shah	Member
3.	Ms. Shravani Vichare	Member

## Composition of Internal Complaints Committee

1.	Prof. Kanchan Luthra	Presiding Officer (senior female faculty)
2.	Dr. Kiran Walia	Faculty member- teaching
3.	Prof. Shalu Balan	Faculty member- teaching
5.	Ms. Sunita Cordeiro	Non-teaching employees
6.	Ms. Chetna Shastri	Student (UG)
7.	Ms. Taiyaba Shaikh	Student (PG)
8.	Dr. Yogini Sheth	NGO Member



*Abhira*

RSET's



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

Notice: 850/2022

23 Aug 2022

## **NOTICE**

### **Zero Tolerance Policy**

In our continual effort to maintain a safe and supportive environment for all members of our college community, we wish to reaffirm our **Zero Tolerance Policy** regarding **ragging, bullying, sexual assault, harassment, and any violations of the college's code of conduct.**

DGMC does not tolerate any form of ragging, bullying, sexual assault, or harassment. Such behaviors are strictly prohibited and will result in severe disciplinary actions, including expulsion from the college.

We appreciate your cooperation in upholding the values of our college. Let us unite to create a learning environment free of fear and harassment.



**Dr. Ameet Vora**  
Principal



## SAY **NO** TO RAGGING

The definition of what constitutes ragging as per the regulations of University Grants Commission for curbing the menace of ragging from Higher Education Institutions, 2009, and amendment to the regulations, published on June 26, 2016, includes:

- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

**Students in distress due to ragging related incidents  
can call the National Anti-Ragging Helpline  
1800-180-5522 (24\*7)  
or email at [helpline@antiragging.in](mailto:helpline@antiragging.in)**



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

## Women Development Cell & Internal Complaints Committee

### Sexual Harassment of Women at Workplace

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Prevention of sexual harassment: (1) No woman shall be subjected to sexual harassment at any workplace. (2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:-  
(i) implied or explicit promise of preferential treatment in her employment; or  
(ii) implied or explicit threat of detrimental treatment in her employment; or  
(iii) implied or explicit threat about her present or future employment status; or  
(iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or  
(v) humiliating treatment likely to affect her health or safety.

**Call Helpline No. 181, 103, 1091**



## GRIEVANCE COMMITTEE MINUTES OF THE MEETING

**Date: 04<sup>th</sup> December 2022**

### **Agendas of the meeting:**

**Agenda 1:** Scuffle between students within the college premises.

- The campus security produced students namely Mr. Naitra Furiya and Mr. Pratham Karande in front of the authorities citing physical scuffle in college premises.
- The students admitted to their undisciplined actions and requested to be pardoned.
- The grievance committee considered the case, and, on empathetic grounds, due to acceptance of their actions, decided to use punitive actions of milder nature.
- The students were asked to write an apology letter to the head of the institution. They were given library duty for 20 days to be conducted before and post their lecture timings. The students were also issued an informal warning.

The meeting closed thereafter.

## GRIEVANCE COMMITTEE MINUTES OF THE MEETING

**Date: 21<sup>st</sup> February 2023**

### **Agenda of the meeting:**

**Agenda 1:** Scuffle between students within the college premises.

- A case of physical scuffle between two students Mr. Utsav Trivedi and Mr. Sidhartha Lama was brought to the notice of the Principle.
- The scuffle had resulted in physical harm to Mr. Utsav.
- Thereafter, parents of both concerned parties were summoned. Sidhartha's parent interacted over telephonic conversation as they were outstation parent.
- The case was directed and was heard by the discipline committee where both parties were allowed to present their case.
- After much deliberation, the discipline committee found both parties guilty and the committee unanimously decided on issuing a suspension notice to send a strong signal to students that such actions are not tolerated on campus.
- Both students were given a suspension notice for 7 days.

The meeting closed thereafter.

To,  
PRINCIPLE  
DQML COLLEGE  
MALAD (W)

11/12/2022

SUBJECT - APOLOGISE LETTER.

I AM NAITRA. PARESH. FURIYA FROM FYBAMMC DIV A. I AM WRITING THIS LETTER ON MY APOLOGISE I HAVE DONE TODAY. I AM SORRY FOR WHAT HAPPENED TODAY. THIS WILL BE NOT BE HAPPENING AGAIN.

YOURS FAITHFULLY

NAITRA.

9987745010

PARESH. K. FURIYA.

Di  
Rabhi/Am / BainSi  
please give them a library  
rest or duty for 20 days  
before lecture & after  
lecture

please ensure that  
you keep records

AV 17/12/22

Date - 01/03/2023

Dear, Madam Prinipal,

I, Sidhartha Lama, am writing this letter to express my sincere apologies for my behaviour on the college grounds. My actions were completely unacceptable and I violated the college's code of conduct. I realize that my actions were not in line with the values of the college, and for that, I am truly sorry.

I am committed to making amends for my behaviour and promise to work towards becoming a better student and attend my classes.

Once again, I apologize for my actions, and I hope to be given a chance. Thank you for taking the time to read my letter.

I also apologize for attaching a print out of the notice, I was advised that my father has to sign it and email it but my father is not tech-savvy so I had to attach a print out. My apologies for the inconvenience.

Sincerely,  
Sidhartha Lama  
WA  
Roll no. - 33  
Number - 700 8125 371

DOHC
FORWARD
NUMBER <u>3541</u>
DATE <u>11/3/23</u>
SIGN <u>Rjima</u>

Discipline Com file  
AD 11/3/23.

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

Ref: DGMC/2023/3102

Date: 21<sup>st</sup> Feb 2023

To,

Mr. Rabi Kumar Lama  
43W Bedia Donga, Masjid Bari  
By-lane, near Picnic Park  
Kolkata - 700 039  
West Bengal

Dear Parent,

This is to inform you that your ward Sidhartha Rabi Kumar Lama enrolled under Roll Number 8021033 in SYBAMMC, Division A has been suspended for seven days starting from 22.02.23 up to 28.02.23 on account of involving himself in a physical altercation that amounts to grave misconduct.

It is to be noted that during the period of suspension, your ward shall not be permitted, in person or in any other manner, inside the RSET campus. If he is found violating the above rule, in any manner, he shall be subjected to further stern consequences.

Your ward shall be admitted back only after due submission of an appropriate hand written note of apology duly signed by the parent/s. The letter of apology should be addressed and submitted to the Head of the Institution, immediately after the completion of his suspension period.

It is expected that the institution's act of suspension is taken in the right spirit by your ward and this letter signifies a strict warning to him, intending to convey to him that if, in future, he is found involved in any misconduct, he may be expelled from college and the decision shall stand irrevocable.

Regards,

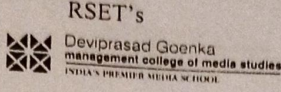
Prof. Deviprasad Challapalli / Prof. Sevi  
Director / Head of Institution

Dr. Amee Vora  
Principal - DGMC



Rabi Kumar  
22/02/23

OFFICE COPY



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

Ref.: DGMC/2023/3102

Date: 21<sup>st</sup> Feb 2023

To,

Mr. Rabi Kumar Lama  
43W Bedia Donga, Masjid Bari  
By-lane, near Picnic Park  
Kolkata - 700 039  
West Bengal

Dear Parent,

This is to inform you that your ward **Sidhartha Rabi Kumar Lama** enrolled under **Roll Number 8021033** in **SYBAMMC, Division A** has been suspended for **seven** days starting from **22.02.23 up to 28.02.23** on account of involving himself in a physical altercation that amounts to grave misconduct.

It is to be noted that during the period of suspension, your ward shall not be permitted, in person or in any other manner, inside the RSET campus. If he is found violating the above rule, in any manner, he shall be subjected to further stern consequences.

Your ward shall be admitted back only after due submission of an appropriate hand written note of apology duly signed by the parent/s. The letter of apology should be addressed and submitted to the Head of the Institution, immediately after the completion of his suspension period.

It is expected that the institution's act of suspension is taken in the right spirit by your ward and this letter signifies a strict warning to him, intending to convey to him that if, in future, he is found involved in any misconduct, he may be expelled from college and the decision shall stand irrevocable.

Regards,

Prof. Srinivasrao Challapalli / Prof. Sevi  
Discipline Committee

Sidhartha Lama

Dr. Ameer Vora  
Principal - DGMC



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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

Ref.: DGMC/2023/3102

Date: 21<sup>st</sup> Feb 2023

To,

Mr. Hitesh Trivedi  
5, Trivedi Chawl,  
Govind Nagar,  
Akurli Crossroad 1  
Mumbai 400 101

Dear Parent,

This is to inform you that your ward **Utsav Hitesh Trivedi** enrolled under **Roll Number 8021059** in **SYBAMMC, Division A** has been suspended for **seven** days starting from **22.02.23** up to **28.02.23** on account of involving himself in a physical altercation that amounts to grave misconduct.

It is to be noted that during the period of suspension, your ward shall not be permitted, in person or in any other manner, inside the RSET campus. If he is found violating the above rule, in any manner, he shall be subjected to further stern consequences.

Your ward shall be admitted back only after due submission of an appropriate hand written note of apology duly signed by the parent/s. The letter of apology should be addressed and submitted to the Head of the Institution, immediately after the completion of his suspension period.

It is expected that the institution's act of suspension is taken in the right spirit by your ward and this letter signifies a strict warning to him, intending to convey to him that if, in future, he is found involved in any misconduct, he may be expelled from college and the decision shall stand irrevocable.

Regards,

Prof. Srinivasrao Challapalli / Prof. Sevi  
Discipline Committee

Dr. Ameer Vora  
Principal - DGMC



DGMC

To,  
The Principal,  
DGMC college,  
21/2/2023.

DGMC	
INWARD	
NUMBER	9508
DATE	21/2/23
SIGN	<u>          </u>

Subject :- Apology for bad behaviours  
and breaking college rules.

Respected ma'am,

I, Utsav Trivedi, student of DGMC SYBAMMC - A, would sincerely like to apologise for my bad behaviours and for breaking college rules. I understand my behaviours in the college was ~~so~~ inappropriate.

I understand how bad it looks on me. I deeply regret my actions. I promise I would follow all the rules and regulations of the college.

I request you to kindly forgive my fault and accept this apology.

Yours sincerely,

Utsav

Utsav Trivedi

SYBAMMC - A  
96193 67702

roll no : 59

Discipline

Shrinivas Sir/Celin  
Ma'am

for taking minutes  
& further action

AR  
21/2/23



Dear, Madam Principal,

I, Sidhartha Lama of SYBAMMC DIV A, am writing this letter to complain about my classmate, Utsav Trivedi who has been constantly making fun of me and throwing paper at me using rubber bands. I have told him multiple times that I am not okay with this behaviour of him even after all of this he still kept on continuing for days. I would also like to add that one time him and his friend, Aditya Kulkarni who is also in the same class as me strangled my neck from behind and he was tickling me that resulted me having blood come out from my lip but at that time I brushed it off.

Today on the school ground he touched me on my stomach for no reason when I told him not to do all that things to me. You can check my class's camera to support my statements. I am really regretful for my actions, it is in my knowledge that what I did is not justified. I apologize for my behaviour and I am entitled to all the consequences that follow and this incident won't ever happen ~~it~~ ~~any~~ ~~to~~ again.

Yours Faithfully,

Sidhartha Lama

DIV A

83

7003125371

DGMC	
INWARD	
NUMBER	9509
DATE	21/2/23
SIGN	<u>Sure</u>

*Srinivas Sai / Selvi Mam*

*for minutes & further action*

*AS*  
*21/2/23*

DGMC	
INWARD	
NUMBER	9993
DATE	18/10/22
SIGN	<del>_____</del>

Sonal Shrivastav  
Pratap Nagar  
Jogeshwari - (E)  
Mumbai - 400060

To,  
Respected Principal.  
Devi Prasad Goenka  
media college, Malad-west.  
Mumbai - 400064.

Subject - Lost the original ID card and want need  
a duplicate one.

Respected Ma'am,

I Sonal Shrivastav lost my Id card and  
I request you to give me new Identity card

And always try to keep it safe from now.  
I will pay 100/- as said by faculty. I request  
you to give my Id card as soon as  
possible.

Your Sincerely,  
Sonal Shrivastav

Sanita Mann  
please do as per  
needs  
18/10/22

DGMC
DEPTD
NUMBER 9985
DATE 15/10/22
SIGN <i>[Signature]</i>

15<sup>th</sup> Oct. 2022

To,  
The Principle  
Devi Prasad Goenka Management College

Subject - Request for duplicate marksheet

Respected Sir/Madam,

Respectfully I am writing for a duplicate copy of my marksheet as I lost my original marksheet while I was shifting. I request you to please issue me as early as possible, as I am willing to go abroad for further studies and I need to submit my marksheets.

Thank you,  
Isha Duggar.

Contact number - 9867985029

*Sarika Mam*

*AJ 15/10/22*

*Please do the needful  
as per norms*

*15/10/22*

To Principal  
DGMC, Malad West  
Mumbai

DGMC	
ISSUED	
NUMBER	9510
DATE	11/3/23
SIGN	<i>[Signature]</i>

Date - 28/02/2023

Subject - For issuing of the Marksheet.

Respected Ma'am,

This is to inform you that I  
Utkrishi Dwivedi of Div. A FYBAMMC want  
my I semester marksheet in order to  
attach it with the ATKT form.

I request you to please issue my marksheet  
as soon as possible.

I also apologize for the same as I was  
not able to attend the college because of  
my bad medical condition.

Thanking you  
*Utkrishi*  
Utkrishi Dwivedi  
(9867279348)

*Devendra Sir* / *Sudhir Sir / Sarika Ma'am*  
please speak to me  
12/3/23  
*[Signature]*

DCAC
INWARD
NUMBER 9524
DATE 24/2/23
SIGN Gune

To,  
Principal  
Denu Prasad Creeptu Management College  
of Media Studies.

Subject: I lost my result.

Respected ma'am,  
I am Nandini Vishwamma  
I am SY-BAMMC, Div: B and  
Roll no: 126. I have lost my  
marksheet of II Semester.  
Seat no: GM/21136.

I am requesting you, to  
give me one more copy of  
marksheet. I am grateful, if  
you accept my request.

Yours Faithfully,  
Nandini dup Vishwamma  
8104733962

Marksheet lost

Santa Ram

Kindly Poursas  
All names

AV 24/2/23

Respected Sir/Madam,

DGMC	
DIVISION	
NUMBER	9602
DATE	18/3/23
SIGN	<i>[Signature]</i>

I am writing to request the issuance of a duplicate marksheet for my 1st semester examination held in ~~the~~ October 2019. Unfortunately, my original marksheet has been misplaced, and I am unable to locate it despite my best efforts.

I am submitting an affidavit confirming the loss of my original marksheet. I hope that my request will be considered and that I will be able to receive the duplicate marksheet at the earliest.

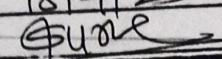
Thank you!

Neelkanth Patel  
9978110988

Neelkanth

Savitri Mann  
Please do the needful  
as per norms  
AJ 18/3/23

App'n Submit  
To Mr. Gudiyal  
20th March 2023

<b>DGMC</b>	
<b>INWARD</b>	
NUMBER	9686
DATE	18/4/23
SIGN	

Room no 2A Shankar Dhosale soc,  
Near Maxus cinema,  
Opp M.K Industrial estate,  
K-A road Jerni-Muri, Sakinaka,  
Mumbai-400072  
Date: 18/April/2023,

To,  
Respected Principal,  
Deviprasad Goenka management and media studies,  
RSET Campus,  
S.V Road Malad (W),  
Mumbai-400064

Subject: Applying for FYBAFTMMP Sem-2 marksheet  
because I have lost it.

I'm Arjun Sawalkar from FTMMP and  
I have lost Sem 2 marksheet and applying  
for duplicate marksheet and with this  
letter I have attached an affidavit and no  
objection certificate.

Sarika Mam  
please process as  
per rules & procedure  
Arjun 18/4/23

Your Faithfully  
Arjun Digambar Sawalkar  
contact no: 9326009453  
email Id: arjunsawalkar247  
@gmail.com

DGMC	
INWARD	
NUMBER	9415
DATE	28/9/22
SIGN	Sumit

Page No.	
Date.	

To,  
The Principal  
DGMCMS

Madhwanand Tiwari  
H-736B Santosh Nagar  
Goregaon (East) MUM-465  
Date - 23/09/2022

Subject: Re-issuing a copy of hall ticket

I Madhwanand Tiwari of SY-BAMMC Div. B Roll no. 87, am writing you this letter regarding my lost hall ticket. I have lost my hall ticket and am requesting you to issue a copy of it for my examination. I apologize for the inconvenience caused and promise you that it won't happen again.

Hoping you to consider my letter and re-issue me a hall ticket.

Thank you.

Yours faithfully,  
Madhwanand Tiwari  
*Madhwanand*

7506800976.

*Savitri Mam*

*Please check &  
do the needful  
(w a duplicate  
Stamp*

*AV 26/9/22*



ADW/09 - J 105 M RUSSE  
Malad West, Bundernagar  
Behina Asmita sand duni

To  
The Principle  
DGMC college  
media studios

DGMC
INWARD
NUMBER 9483
DATE 16/2/23
SIGN <i>[Signature]</i>

Subject - Request for a new a new ID card

Respected Ma'am

I Sudeep Galagali studying in class FY BAFINMP,  
Recently I have lost my ID card during shifting  
of my room. I hereby request the permission to  
attain a new ID Card. I assure you I will take  
care of it this time. I am sorry for the inconvenience.

Thank you  
Yours sincerely  
Sudeep Galagali

Mobile: 9148423029

Saikatam / Venkatesh  
Please do the needful  
as per process Chievs

AD 16/2/23

Processed  
21/2/2023

To,  
Respected principal,

DGMC	
NUMBER 9251	
DATE	8/12/22
SIGN	<i>[Signature]</i>

Subject → to change the name on my hall ticket and mark sheet.

Sansarudatta more from TVBAMMC - Advertising  
There is a mistake in my father's name  
on the hall ticket and the mark sheet.  
I request you to please make changes in  
the hall ticket and the mark sheet.

Thanking you.

Yours Sincerely,  
Sansarudatta more.

*Sarika Man*  
Please check  
if it can be  
rectified  
And no more  
appear on her  
marksheet

AD 9/12/22

Principal  
Department of  
Management Studies  
Deemed to be University

Principal  
Department of  
Management Studies  
Deemed to be University

DGMC  
RECEIVED  
NUMBER 9251  
DATE 8/12/22  
SIGN *[Signature]*

TO,  
Respected principal,

Subject → To change the name on my  
hall ticket and mark sheet.

Samsundhli more from TYBAMC - Advertising.  
There is a mistake in my father's name  
on the hall ticket and the mark sheet.  
I request you to please make changes in  
the hall ticket and the mark sheet.

Thanking you.

Yours Sincerely,  
Samsundhli more.

*Sarita Man*  
please check  
if it can be  
rectified  
and no errors  
appear on her  
marksheet

*AD 9/12/22*

# University of Mumbai, Mumbai

M.G.Road, Fort, Mumbai-400032, Maharashtra(India)

Examination Hall Ticket  
B.A. Multimedia and Mass Communication(with Credits)-Regular-CBCS-T.Y. B.A. in Multimedia and Mass  
Communication-Sem V for Winter Session 2022 Examination

College: Ghanshyamdas Saraf College of Arts and Commerce (59)



*Signature*

PRN: 2020016400672207	Seat Number: 4231842	Exam Center: BORIVALI (97)	Exam Code:
Student Name: MORE SAMRUDDHI RAJES (ANITA)	Eligibility: Eligible	Medium: English	Gender: Female

नाव (मराठी): **समृद्धी**      Phy. Challenged: No      Appearance Type: Fresher

Exam Venue: 59      Ghanshyamdas Saraf College of Arts and Commerce, RSET Campus, S. V. Road, Near , City Malad WEST, Taluka Borivali,  
District Mumbai Suburban, State Maharashtra, Pin:400054

SN	Paper Code	Paper Name ( UA - University Assessment,CA - College Assessment )		Date	Time	Jr. Supervisor's Sign.
1	27421	COPY WRITING	Theory	UA 05 Dec 2022	10:30 AM-01:00 PM	<i>Signature</i>
2	27422	ADVERTISING & MARKETING RESEARCH	Theory	UA 07 Dec 2022	10:30 AM-01:00 PM	<i>Signature</i>
3	27423	GLOBALIZATION & INTERNATIONAL ADVERTISING	Theory	UA 08 Dec 2022	10:30 AM-01:00 PM	<i>Signature</i>
4	27424	BRAND BUILDING	Theory	UA 09 Dec 2022	10:30 AM-01:00 PM	<i>Signature</i>
5	27426	ACCOUNT PLANNING & ADVERTISING	Theory	UA 13 Dec 2022	10:30 AM-01:00 PM	
6	27429	CONSUMER BEHAVIOUR	Theory	UA 16 Dec 2022	10:30 AM-01:00 PM	
	27421	COPY WRITING	Theory	CA		
	27422	ADVERTISING & MARKETING RESEARCH	Theory	CA		
	27423	GLOBALIZATION & INTERNATIONAL ADVERTISING	Theory	CA		
	27424	BRAND BUILDING	Theory	CA		
	27426	ACCOUNT PLANNING & ADVERTISING	Theory	CA		
	27429	CONSUMER BEHAVIOUR	Theory	CA		

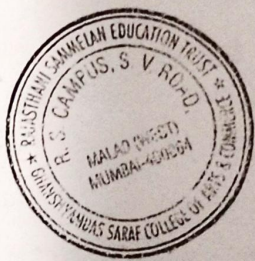
Note:  
1. Please check the name (Marathi), Photo & Sign which will be use for Mark sheet & Convocation Certificate  
2. No corrections are to be made directly (Using Pen) on Hall Tickets. In case of any corrections, colleges should be communicated to Student Facilitation Center, UoM at Kalina Campus. Any correction not made on the DU Portal, will impact the candidate's results not being declared.



*Signature*

Note: The Principal shall attest the Hall Ticket wherever applicable. Candidate must preserve & produce this card at each session of examination failing which admission for Examination may be disallowed. Adoption of recent changes in exam time table is a responsibility of Candidate. Use of any communication devices is strictly prohibited. \*marked data is amended one.

Principal Sign and Stamp:

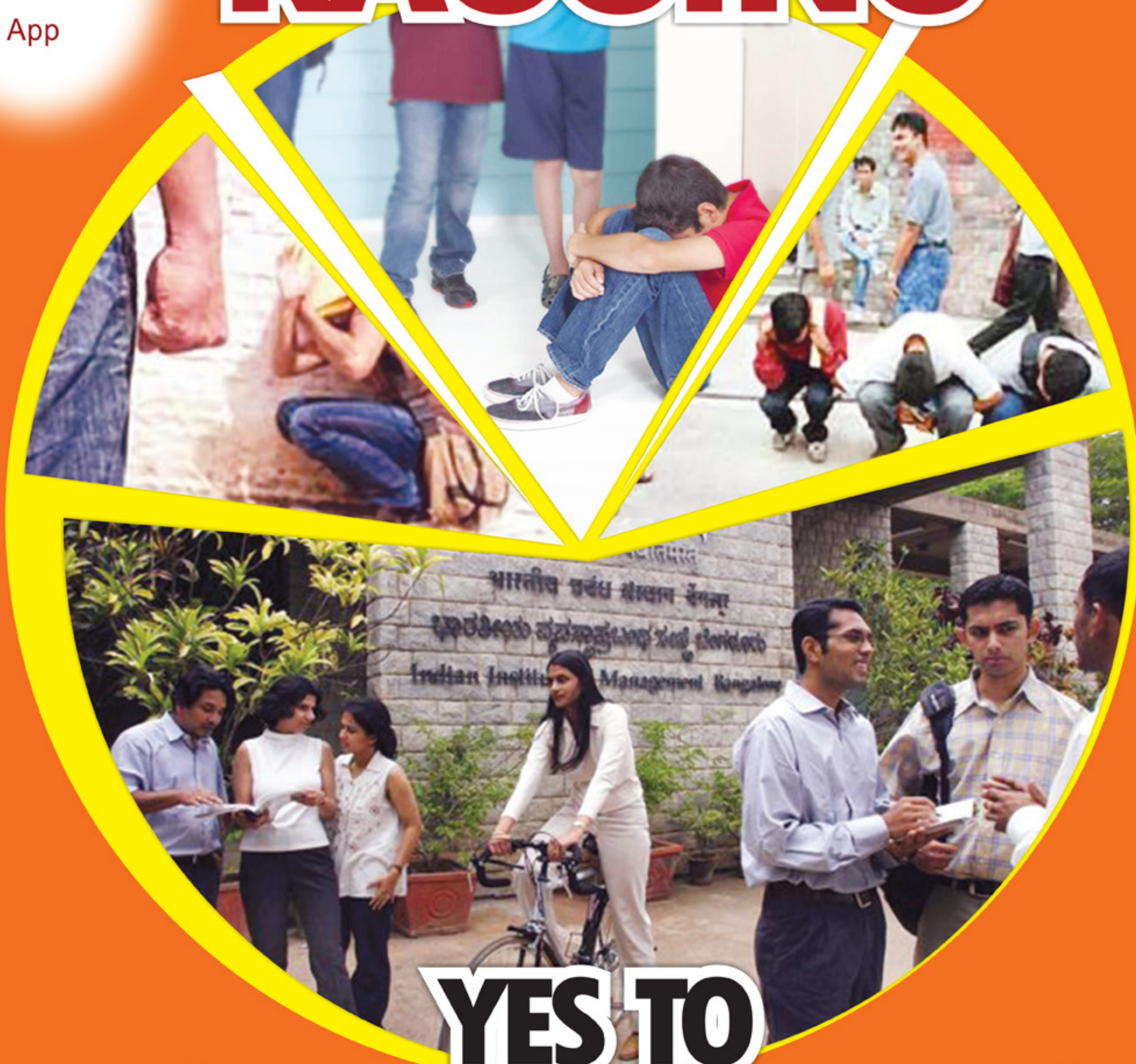


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**ANTI  
RAGGING**

App

# SAY NO TO RAGGING



# YES TO JOYFUL CAMPUS

## What is Ragging?

**Any Act Resulting in:**

- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/extortion
- Use Of Force

### A STUDENT INDULGING IN RAGGING CAN BE:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing Scholarship/Fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament or youth festival etc.
- **Collective punishment** : when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.



Immediately call  
**UGC Anti-Ragging Helpline**  
 1800-180-5522 (24X7 toll free)  
 or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



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 MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
 GOVERNMENT OF INDIA



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
 quality higher education for all

# Foolishly I ragged & got suspended

Will I get  
prosecuted?

What about my  
Job prospects?



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RAGGING**

App

## MY FUTURE IS A BIG



*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.  
Are You Being Ragged ?

Immediately call UGC Anti Ragging Helpline- 1800-180-5522 (24x7 Toll Free)  
Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



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विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
quality higher education for all



**BEFORE YOU EVEN  
THINK OF RAGGING**

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**ANTI  
RAGGING**

App



**THINK OF**

**Humiliation**

**Suspension**

**Ruined Career**

**Blacklisting**

**Expulsion**

**Possible Prosecution**

**Don't just stand and watch. Stop Ragging! Show Character**

*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.

**Are You Being Ragged ?**

Immediately call UGC Anti Ragging Helpline- 1800-180-5522 (24x7 Toll Free)

Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



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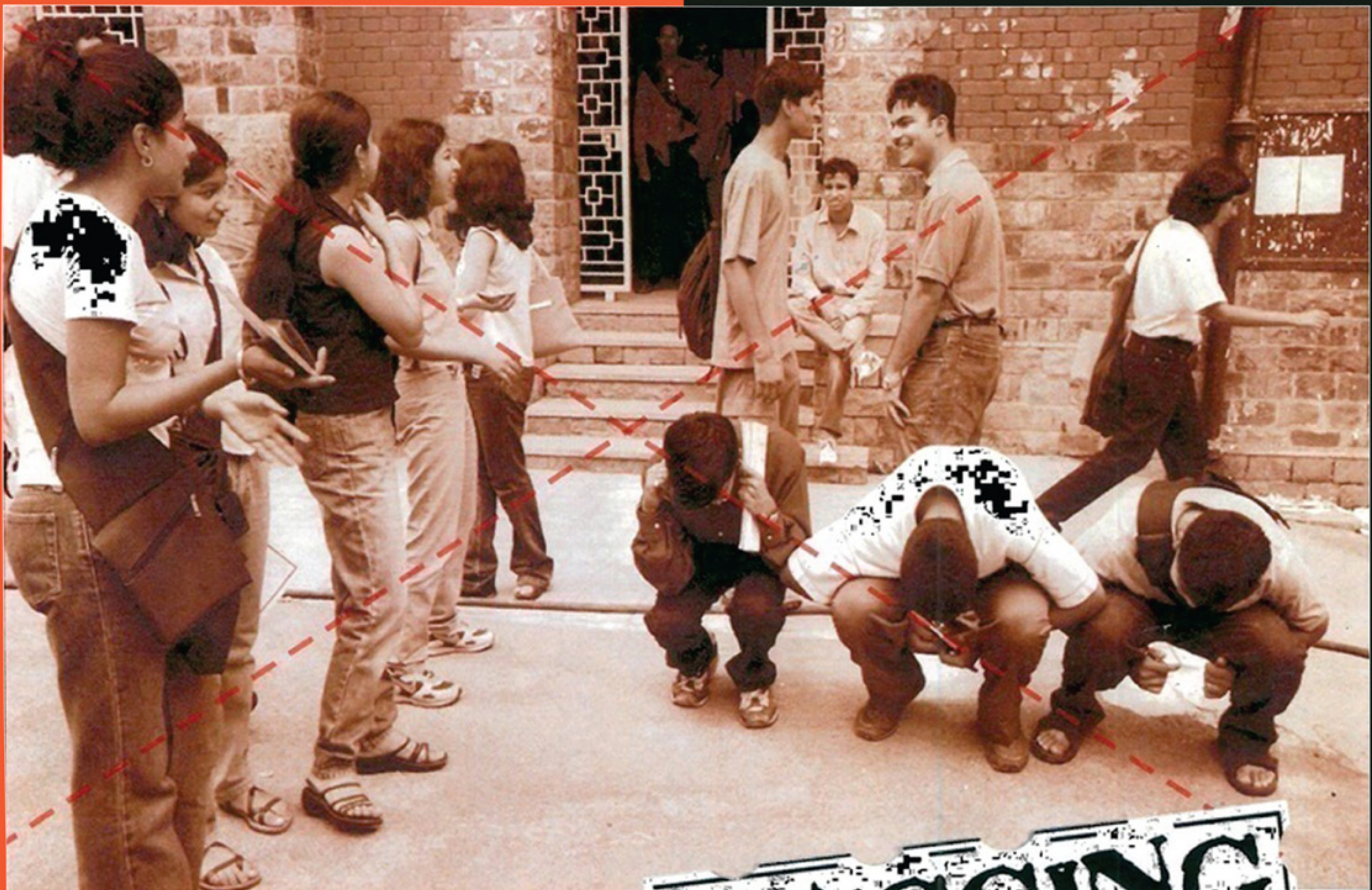
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MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
GOVERNMENT OF INDIA



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**University Grants Commission**  
quality higher education for all

# DON'T RAG, JUST INTERACT



Visit UGC website i.e.  
[www.ugc.ac.in](http://www.ugc.ac.in) &  
[www.antiragging.in](http://www.antiragging.in) to  
see UGC Anti Ragging  
Regulations

## Are you being ragged ?

Immediately call UGC Anti Ragging Helpline  
1800-180-5522 (24X7 Toll Free)  
Or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)

Issued in public interest by:  
Ministry of Human Resource Development  
Department of Higher Education  
Government of India

# RAGGING IN ANY FORM IS PUNISHABLE

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Join hands to make your campus ragging free



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