

RSET's



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

**7.1.10. - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

S.No.	Code of Conduct
01.	Code of Conduct for students – Student Handbook
02.	Committees for managing Code of Conduct
03.	Event: Cyber Crime Awareness
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05.	Industrial Visits
06.	Code of Conduct for Faculty and Staff
07.	No Tolerance Policy of the Institution



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## Code of Conduct at DGMC for Students

**Link:** <chrome-extension://efaidnbnmnibpcajpcglclefindmkaj/https://dgmc.org.in/wp-content/uploads/2023/03/Final%20Handbook%202022-2023.pdf>

### Code of Conduct @ DGMC

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

#### Code of Conduct for Offline Lectures

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



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

#### Anti-Ragging Norms

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

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

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



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### Committees for Monitoring Students:

1. Discipline Committee
2. Student Grievance Redressal Committee
3. Unfair Means Committee
4. Anti- Ragging Committee

#### Discipline Committee

Chairperson	Srinivasrao Challapalli
	Sudeep Mehta
	Bhavisha Shah

#### CAP Round

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

#### Students Grievance Redressal Committee

Chairperson	Kanchan Luthra
Member	Rakhi Patkar
Member Secretary	Viraj Bandekar

#### Unfair-means Inquiry Committee

Chairperson	Anirbaan Ghosh
Member	Srinivasrao Challapalli
Member Secretary	Ponselvi S

#### Anti-ragging Committee

Chairperson	Yashwant Baing
	Sarika Shah
	Shravani Vichare

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## Event: Cyber Crime Awareness

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Notice: 863/2022

20<sup>th</sup> Sept 2022

### NOTICE

### CYBER CRIME AWARENESS

The Student's Council in association with the Cyber Cell of Mumbai Police has organized a session on Cyber Crime Awareness.

This is an initiative to reduce cyber-crime cases in Mumbai.

Date: 23rd of September 2022  
Time: 11.30am onwards  
Venue: 6th floor Madhoprasad Saraf Seminar Hall

All are invited to be part of this informative session.



Dr. Amee Vora  
Principal



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### **Cyber Crime Awareness**

**Date: 23rd September 2022**

The Student's Council in association with the Cyber Cell Unit of the Mumbai Police organized a session on Cyber Crime Awareness. Guest speaker Inspector Nivrutti Bhavaskar conducted this

session with the help of a PPT and real life instances. He made it an interactive session by explaining the process of a cybercrime which helped the audience understand and have a better perspective of such factual cases.



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## Event: Orientation Program

The IQAC in association with Board of Studies - Mass Media, University of Mumbai conducted an **Orientation Workshop on Suggestive Examination Pattern in the offline mode Date: 17th Sept 2022** A one Day Orientation Workshop on Suggestive Examination Pattern in the offline mode for TYBAFTNMP, TYBAMMC - Journalism, and TYBAMMC - Advertising, semester V. BOS Members of Media Studies, University of Mumbai along with 20 Chairpersons and 59 participants from different colleges in Mumbai registered for the orientation workshop. Chief Guest Dr. Sundar Rajdeep in his address to the media faculties stressed on the TYBAMMC and TYBAFTNMP examination details, the role and responsibilities

of the faculties, chairpersons, paper setters, and translators to be played as the teamwork during the examination tenure.



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# Industrial Visits

## Industrial Visit to the Jhalak Dikhhla Jaa set

Date: 22 November, 2022

An industrial visit was organized to the set of 10th season of Jhalak Dikhhla Jaa reality show for the students of TYBAFTNMP at Prime Focus Studios located in Goregaon Film City. Jhalak Dikhhla Jaa is an Indian reality and dance television series, produced by BBC Worldwide Productions Company on Colors TV Channel.

Mr. Dhairya, an ex-student of DGMC who is the senior producer of Jhalak Dikhhla Jaa. He briefed the students and helped them understand the process of a reality TV show. Students were shown the Technical & Production aspects of the shoot.



## Industrial Visit to the National Museum of Indian Cinema – Film Division

An Industrial visit for students of Second year BMMC was organised to the National Museum of Indian Cinema (Films Division), Entire module of the film making process was taught to them in the museum with all the equipment and models by Prof. Parth Vyas, visiting faculty for Film Communication subject.



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## CHAPTER – 8

### CODE OF CONDUCT

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#### **Topics**

- 8.1 – List of misconducts
  - 8.2 – Personal appearance policy / Dress code
  - 8.3 – Unauthorized absent for long time / Abandonment of service
  - 8.4 – General Discipline
- 

#### **8.1 – List of misconducts:**

The institution expects all employees to understand and internalize the institution value and ensure that they uphold them in their dealings within the institution and outside.

Every employee is expected to conduct and carry himself/herself in a proper manner at all times , and observe all rules , regulations and norms so as to promote a harmonious working relationship and conducive environment.

The following acts or omissions on the part of an employee amount to misconduct.

- i. willful subordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior.
- ii. going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof
- iii. willful slowing down in performance of work, or abetment of instigation thereof;
- iv. theft, fraud, or dishonesty in connection with the institution's business or property or theft of property of another employee within the premises of the establishment
- v. taking or giving bribes or any illegal gratification
- vi. habitual absence without leave, or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation
- vii. late attendance on not less than four occasions within a month
- viii. habitual breach of any acts or any law applicable to the institution or any rules made there under:
- ix. collection without the permission of the superior of any money within the premises of the institution except as sanctioned by any law for the time being in force;
- x. engaging in trade within the premises of the institution
- xi. drunkenness, riotous, disorderly or indecent behavior on the premises of the institution;
- xii. habitual neglect of work, or gross or habitual negligence;
- xiii. habitual breach of any rules or instructions for the maintenance and running of any department, or the maintenance of cleanliness of any portion of the establishment
- xiv. willful damage to any asset or to any property movable or immovable of the institution

- xv. holding meeting inside the premises of the institution without the previous permission of the superior or except in accordance with the provisions of any law for the time being in force.
- xvi. Gambling within the premises of the establishment
- xvii. Smoking or spitting on the premises of the establishment where it is prohibited for the employees
- xviii. disclosing to any unauthorized person any information in regard to the processes of the institution which may come into the possession of an employee in the course of his/her works;
- xix. failure to observe safety instruction notified by the employer or interference with any safety device or equipment installed within the institution
- xx. distribution or exhibiting within the premises of the establishment handbills, pamphlets, posters, and such other things causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the superior
- xxi. refusal to accept a charge-sheet, order or other communication served in accordance to the institutional rules
- xxii. Unauthorized possession of any lethal weapon in the establishment;
- xxiii. Sexual harassment which includes unwelcome sexual determined behavior (whether directly or by implication), such as:-
  - a) Physical contact and advances; or
  - b) Demand on request for sexual favors
  - c) Sexually colored remarks
  - d) Showing pornography; or
 Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

### ***8.2 – Personal appearance policy / Dress code:***

Without unduly restricting individual; taste, the following personal appearance guidelines should be followed:

- i. Jeans, Bermudas, t-shirt and shorts are not allowed as they do not present appropriate professional attire.
- ii. Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn in the campus or while on duty.
- iii. Visible excessive tattoos and similar body art must be covered in the campus or while on duty.
- iv. Unnaturally colored hairs, and extreme hair styles, such as spiked hair and shaved heads, do not present an appropriate professional appearance in the campus or while on duty.
- v. Offensive body odor and poor personal hygiene is not professionally acceptable in the campus or while on duty.
- vi. Facial jewelry, such as eyebrow rings, lip rings, and tongue studs, is not be worn in the campus or while on duty.

### **8.3 – Unauthorized absent for long time / Abandonment of service:**

Any employee who remains absent without permission or intimation in writing for a period of 15 days continuously (inclusive of holidays and weekly Off days) will be treated as having abandoned service and the process of removing his name from the muster will be initiated.

### **General Discipline**

#### **8.4.1 Purchase on behalf of the institution**

No employee has an authority to purchase any stores, goods, stationary, etc., or incur any liabilities on account of the institution without a written permission from the institution. All the orders for stores or goods rendering the institution to any financial obligations must be signed by the authority.

#### **15.4.2 Receipts on behalf of the institution**

No employee, except those who are authorized by the company in writing by the institution, shall receive any money, goods, post or parcels etc, on behalf of the institution.

#### **15.4.3 Non-removal of stationary etc**

No employee is allowed to remove any material, article or thing or papers, books or stationary to his/her residential premises except for the purpose of bringing up the arrears of work or for such other purpose, and only with the permission of the authority.

#### **15.4.4 Personal Phone Calls**

On no account is any employee allowed to utilize the institution's telephone for giving or receiving personal calls.

#### **15.4.5 Prohibition of Personal use of stationary**

No employee should use any office stationary or any items belonging to the institution for his/her personal use.

#### **15.4.6 Social calls and Visits**

No employee shall receive visitors anywhere in the institution's premises unless it is solely in connection with the institution's functioning.

#### **15.4.7 Acceptance of Gift**

Employees shall not accept gifts from anybody including present or potential vendors, teachers, students, etc , while in employment with the DGMC.

Acceptance of gifts shall render the employee liable for disciplinary action.

### **Political Activities**

No employee shall be allowed to work for any political party in any manner, whatsoever during working hours and/or, in/from the premises of DGMC

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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