

RSET's



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

Key Indicator – 7.2 Best Practice

7.2.1 – Describe two best practices successfully implemented by the Institution as per NAAC format.

Best Practice 2 – **Campus to Corporate**

Index:

S.No.	Documents
01.	Training and Placement Policy
02.	Industry Academia Policy
03.	DGMC Placement Desk
01.	Training and Placement Guide
01.	TAP Time table and attendance
01.	Sample Undertaking form
02.	TAP Placement / Internship letters



Handwritten signature

RSET's



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, Mumbai 400 064, Maharashtra, India

Note on DGMC's Campus to Corporate Best Practice

Initiating Corporate Orientation:

Deviprasad Goenka Management College of Media Studies (DGMC) took its first step towards providing corporate orientation to its students in the year 2017. Recognizing the need to bridge the gap between academia and industry, the institution sowed the seed for this endeavor.

Guest Lectures and Industrial Visits:

To provide students with a glimpse into the practical world of media and communication, DGMC arranged guest lectures by media professionals and organized industrial visits. These early efforts aimed at acquainting students with the dynamics of the corporate world.

Evolution into Career Labs:

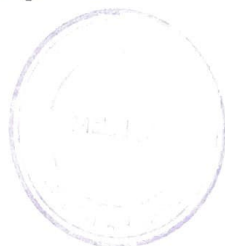
These initial steps eventually evolved into the concept of "Career Labs." These Career Labs played a crucial role in assisting students in their transition from academia to professional life. The labs provided students with practical insights and knowledge, enabling them to be better prepared for job placements.

Transformation into TAP (Training and Placement Cell):

As the institution recognized the importance of equipping students with not only industry knowledge but also the essential soft skills and communication abilities needed to secure a job, the Career Labs were transformed into the Training and Placement Cell (TAP). TAP's primary purpose is to provide students with the training and support they require to excel in the professional world.

DGMC's best practice is known as "Campus to Corporate." This holistic approach encompasses the Training and Placement Cell (TAP) and emphasizes an Industry-Academia Connect. The institution regularly organizes guest lectures and practical workshops with industry experts, fostering a strong link between academics and real-world requirements. This integrated approach ensures that students are well-prepared for successful career transitions.

DGMC's Training and Placement Cell, under the "Campus to Corporate" initiative, is dedicated to preparing students for the corporate world by imparting not only industry knowledge but also the essential skills and connections required for successful placements. This approach underscores the institution's commitment to the holistic development of its students, enabling them to thrive in their professional careers.





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:

- To provide training and guidance to the students to become industry-ready.
- To assist the students in getting internships, training, and placement opportunities in reputed companies.
- To establish a strong network with the industry for knowledge sharing and placement opportunities.
- 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:

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

- Develop and maintain a database of the students and their skills and knowledge.
- 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:





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:

- To establish a strong network between the industry and academia for knowledge sharing, research, and skill development.
- To identify the skill gaps and requirements of the industry and incorporate them into the curriculum to make the students industry-ready.
- To provide internships, training, and placement opportunities for the students to gain practical exposure and experience in the industry.
- To encourage research and development activities in collaboration with the industry to solve real-world problems.
- 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:

- Chairman: Head of the Institution or his/her nominee.
- Coordinators: Two faculty members from the college.
- Industry Experts: Two experts from the industry nominated by the Head of the Institution.
- 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:



Handwritten signature



PLACEMENT DECK

DGMC's
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.



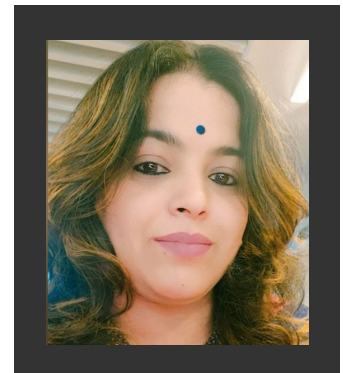
PLACEMENT OFFICER

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

HOW MANY STUDENTS ON AN AVERAGE ENROLL EVERY YEAR

Sno	Academic Year	Basic Level	Intermediate Level	Advance Level	Students Placed
1	2020-2021	100	67	38	24
2	2021-2022	85	52	31	21
3	2022-2023	110	-	-	-

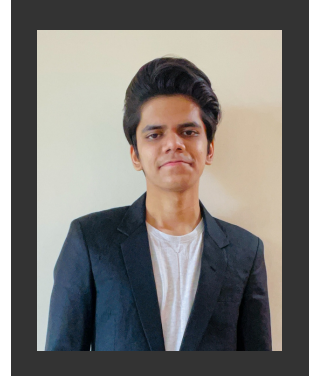
OUR KNOWLEDGE PARTNERS

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

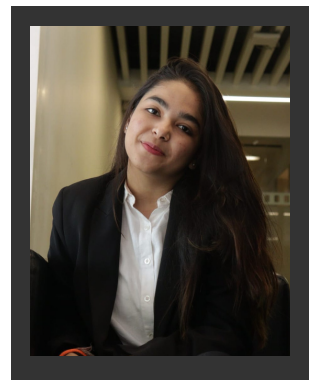
SANMAN HUTGIKAR

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 sessions 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 an 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. Professors 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.



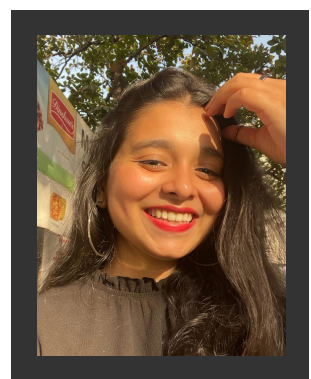
HARSH THOKAL

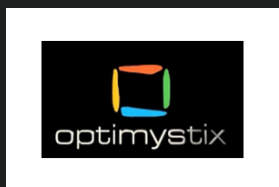
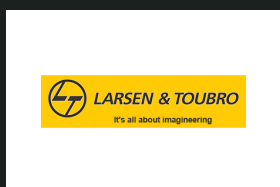
It was a great experience to be a part of the Training and Placement program (TAP), where I got to learn so many things apart from the college curriculum. Every college should have such kinds of programs to enhance one's capabilities. I was lucky enough to crack my first interview at Contiloe Pictures 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.





RSET's



Deviprasad Goenka
management college of media studies

INDIA'S PREMIER MEDIA SCHOOL

RSET's



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

DGMC TAP

TRAINING AND PLACEMENT DOCUMENT



DGMC TAP

Introduction:

The Training and Placement (TAP) Cell plays a crucial role in locating job opportunities for Undergraduates and Postgraduates passing from the college by keeping in touch with reputed firms and industrial establishments. The Cell operates round the year to facilitate contacts between companies and graduates. The number of students placed is continuously rising. In the year 2018-19 we had a 100% placement record.

We have been successful in maintaining our high placement statistics over the years. Our ingenious alumni have set new standards in the corporate world through their estimable contributions and it is DGMC - Tap's firm conviction that we will continue that legacy in the years to come.

The Placement Cell organises career guidance programmes for all the students starting from first year. The cell arranges and conducts training level wise programmes along with Mock Interviews, Group Discussions, Communication



RSET's



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

Skills Workshop, Soft Skills etc. It also invites HR Managers from different industries to conduct training programmes for final year students.

The Placement Committee is the committee that helps fulfil the corporate dreams of the students. The committee looks after pre-placement talks and organises all formal interactions between the students and corporates for summer and final placements. The placement cell is an ethical and transparent body. Being a part of this committee is a pride in itself as the selection process is rigorous to test a student's dedication and stress level. The committee aims to maintain a record of 100% placements.

Module Brief:

The Modules are dedicated to anyone who feels they need some extra support in their career development. It could be a student who has just started studying in his/her/their undergraduate/postgraduate programme. The TAP modules can help in making the next step in their career. Topics discussed in the modules range from self-understanding and personal branding all the way to topics like CV building, work ethics, and managing pressures. Each module is a self-steering lesson, which can help students achieve their goals.

Levels:

The TAP modules are categorised into levels. Each level is a balanced mix of theory, mocks, practical and assessments. Each module is of 30 hours of in class training. The students would also need to take a test for job readiness from time to time.

Foundation modules — First Year students

Intermediate modules — Second Year students

Advanced modules — Third Year students



Handwritten signature

RSET's



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

TAKEAWAYS

Level	Hours	Goals
Foundation	30	Basic Proficiency in Language, Public Speaking, Business English, Introduction to Soft Skills and Personality Development
Intermediate	30	Exploring internship opportunities basis specialization, Business Writing, Should be able to understand the principle of effective workplace communication, to identify and develop appropriate conflict resolution skills, to communicate effectively in various written workplace documents such as business letters, emails and phone messages Presentation Skills, Soft skills, SWOT, CV, LinkedIn, Stress Management, Anger Management
Advanced	30	Identify potential career paths, Make a decision on the best option, Develop an action plan Exploring placement opportunities, CV building, company profiling, work ethics, Image building, cultural sensitivity, Stress Management, Anger Management



Handwritten signature

BASIC GUIDELINES

- TAP shall aim to provide placement assistance for all graduating students and internships/live projects to students in FY and SY. Placement is a privilege extended to the students, not a right.
- These guidelines are framed to ensure equality and fairness of opportunities to all the students. All the students who opt for placement through the TAP shall abide by the guidelines prescribed herein above.
- Any breach of rules specified above by any student, shall be taken up seriously by the TAP which, in turn, will view the matter and take action against the student, as it may deem fit.
- Students shall not try to gain unauthorised access to communications regarding placements from the Institute's administrative system like the TAP Office. Dispatch and if, in the judgment of TAP, a student has behaved in a manner unbecoming of a graduate of the Institute, the TAP cell would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.
- The Management along with TAP cell reserves the right to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- In case of any dispute the final decision would be taken by the Director/Management which would be final and abiding in all circumstances

Activities under Training & Placement Cell

- Interacting with the Potential Recruiters.
- Placement Presentation at various companies.
- Organising Resume Writing and Interview(s) skills development sessions.
- Coordinating all the activities related to Placement.
- To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
- Coordinating with companies to learn about their requirements and recruitment procedures.
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.



Handwritten signature

RSET's



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

- Organising pre-placement training/workshops/seminars for students.
- Arranging periodic meetings with the Human Resources Department of companies and TPO's to promote recruitments.
- To provide resources and activities to facilitate the career planning process.
- To act as a link between students, alumni, and the employment community.
- To assist students in obtaining placement in reputed companies.

Registration:-

- It is mandatory for the students to register themselves for TAP within the specified date and time mentioned by the department.



Handwritten signature

Academic and TAP Attendance:-

- Students should have more than 75% attendance in every semester from the beginning of the first semester.
- Students should have more than 90% attendance in all sessions organised by the TAP cell.
- Students should have 90% attendance for all the guest lectures and workshops organised by TAP.

Attendance and Punctuality at Placement Process:-

- A student who applies and gets short listed is bound to go through the entire selection process unless rejected midway by the recruiter.
- Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.
- Unauthorised absence from the test/interview will lead to cancellation of registration.
- Many a times it can happen that campus recruitment process can stretch till late night, in this regard, all students have to inform this to their parents and should arrange their own transportation.

Academic Performance:-

- Students must have scored 60% or above in their 10th and 12th examination. • Must score 60% or above in every semester from the very first semester.
- Must score 60% or above in every assessment of their TAP sessions. • Students need to attend all the activities/ training and workshops organised. • Must complete his/her summer trainings.

RULES AND REGULATIONS

The placement policy will be applicable to all the eligible students, duly registered with TAP. Any student, who does not register, within the stipulated date, will not be permitted to participate in the placement process.

Qualifying Criteria

- A 'Pass' in every subject, separately, in all preceding semesters.
- 'KT' or active back logs cases will not be allowed to appear in the process, till such time the 'KT' or NO active back logs status is cleared.



Handwritten signature

RSET's



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

- Performance Evaluation Form, duly filled by the industry mentor, assigned during summer internship, will be an essential document, for reference, at the time of final placement.
(Applicable post completion of second year only)
- 90% attendance, in all the personality enhancement sessions/aptitude tests/special preparatory classes, being organised, to enhance students' probability of placement, by the college simultaneously.
- Proven good conduct exhibited by the student during his/her entire academic tenure with the College. In case, a student is facing any disciplinary action/committee, shall not be allowed to appear for the placement process, till such time, the committee clears his/her name and approves his/her candidature for being eligible to participate in the subsequent placement process.

Mandatory Dress Code:

During the entire process of campus placement interviews (on campus/off campus) students are required to wear the prescribed formal dressing under college regulation, failing which, (s) he will be liable to be debarred from the placement process.

Process of the College:

- If a student is unable to convert any opportunity into an offer, out of the three opportunities extended, (s) he may be put on hold, till all the remaining eligible students have been extended the requisite opportunities, by the College.
- A student shall not bring in outside influence (including parents / relatives/ well-wishers) at any stage/process of Placement. Doing so, will lead to being “debarred”, from the placement process, with immediate effect.
- The College shall endeavour to keep in view the student's area of interest while facilitating placement; however, it may not be the only parameter to be adopted and may not be applicable in all the cases. Students must be ready to be flexible with the changing trends of the Industry.
- The decision of the Head – TAP, on all matters pertaining a student's final placement, shall be final.

Clarity



Handwritten signature

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

1. Prior short listing based on profile & resumes/Selection/ recruitment criteria and recruitment processes are “company defined”. We expect the students to follow the same unconditionally. TAP office does not interfere with any organisations’ recruitment criterion.
2. One student is allowed to secure only one job/internship. And therefore, after one secures a appropriate job/internship, he/she would be automatically de-registered from that day onwards.
3. As more than one company would be visiting the campus, there may be a possibility that one student secures more than one job on the same day. Therefore, each eligible student will be required to fill up his/her individual preferences in advance for each placement day, ranking the companies he/she has applied to/has been shortlisted on a particular day, in the descending order of his/her choice.

Pre-Placement Offers Policy

All pre-placement offers extended to any student have to be routed through the TAP cell. If one likes the offer, he/she is advised to accept the offer. Such students who accept the PPO would, however, be de-registered from the TAP process. In case the candidate does not accept the PPO, he/she would be allowed to appear for the on-campus placement process till such date that the company visits the campus. After that day, he/she would be de-registered.

Student Conduct and Disciplinary Policy

Absenteeism rules and policy:

- If for whatsoever reason(s) the student remains absent from any stage/round of selection process he/she would be immediately de-registered from TAP and would not be allowed to take part in the placements till he/she gets himself/herself re-registered.
- Impersonation in tests or any kind of malpractice is a serious offence. Such students would be de- registered immediately and referred to the concerned authorities for disciplinary action.

Unauthorised participation:

- A list of companies on-campus for recruitment is put up on the TAP Notice Board Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and the college placement cell.
- Students are NOT allowed to appear in final selection process (Test/GD/Interview etc) of companies they have not applied to through the TAP system or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract de-registration and suitable disciplinary action.



Handwritten signature

General Guidelines

- Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card. • The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting TAP Notice Board.
- Students must carry a complete file with a few copies of the resume, passport size photos, original certificates (If possible) and copies thereof while appearing for the interviews.
- At the time of appearing for interviews, students MUST carry copies of the TAP resume only that was submitted to the concerned company online & NO other resume.

Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.

- Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The TAP shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements or as deemed fit by the college.

Do's

- a) The students will appear for placement drives in proper formal uniform with neat hairdos.
- b) Carry a professional folder for an interview to carry necessary items. The things students are required to carry for an interview are as follows:

I. A portfolio notebook that includes a notepad, pen-holder, file pocket and passport size photograph where a notebook is required to take notes or note down information during the placement process.

II. A good pen or pencil and at least one copy of resume and list of references. III. All the testimonials in original and photocopies duly verified and self-attested

Don'ts

- The students must observe and adhere to all the codes of conduct and rules specified by the Department of Training & Placements. While answering question in the interview, students should observe proper decorum. They should refrain from making any kind of derogatory remarks about others.



Handwritten signature

RSET's



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

- The impact of the behaviour exhibited by the interviewee has, at times reduces the opportunities available to future batches of students. Irresponsible behaviour, such as efforts to “market” oneself, derogatory remarks about other candidates or the University, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further Placement Assistance.

College code of Conduct:-

- Students need to attend every class in prescribed formal dressing.
- Need to be well behaved and well mannered.
- Any misbehaviour or misconduct with faculty members/HODs and senior members of the staff will disqualify them from availing this facility.
- Non-payment of fees and any other dues will also result in the disqualification.
- Cheating, plagiarism, or other forms of academic dishonesty shall not be entertained at any cost.
- Providing false information to any college official, faculty member, office, or hearing board acting in performance of their duties shall be punishable/ disqualifying the candidate from the drive.
- Forgery, alteration, or misuse of any college document, record, or instrument of identification shall also lead to disqualification from the placement drive. • If any student is found absent in any of the process of placement he/she will be disqualified from the program.

TAP Score Card:

- Every semester, TAP will conduct examination based on classes held in that semester.
- There will be two sessional examinations, and one final examination will be held in each semester.
- Minimum passing criteria is 60% and above.
- TAP score card will be updated and maintained by cell time to time. • Based on performance, opportunity of placement will be given to students.



Handwritten signature

RSET's



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

UNDERTAKING

I, _____, S/o,
D/o _____

understand that successful completion of TAP training under the aegis of DGMC is a mandatory requirement for any future placement related activity and that I shall be graded by the College at the end of the training. I also understand that once any assignment under the training has been allocated to me, the same is final and the College is not liable to make any alternate arrangements for me. I, therefore, undertake as follows:

- I shall successfully complete the TAP training modules allocated to me, by the College.
- No request for change in the same shall be made by me, after allocation.
- In case of my failure of completing any of the modules / level of TAP training, I will be debarred from the placement process.

In case of Emergency, please contact (Please mention the name and telephone no. of a person, other than your Parent(s), preferably, a local contact)

Signature of Parent(s)/Guardian:

Date:

Place:

Signature of the student:

E-mail of the student:

Mobile no. of the student:

TIMETABLE



Handwritten signature

RSET's



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

TAP SY 2022-23.xlsx						Open
A	B	C	D	E	F	
TAP-SY Intermediate TIME-TABLE-2022-23						
	Week 1		Week 2			
Time	11:30 pm to 1:30 pm	11:30 pm to 1:30 pm	11:30 pm to 1:30 pm	2:30 pm to 4:30 pm		
	Sessions & Practical			Evaluation		
	Listening Skills-Selvi. S (Batch A)	Listening Skills-Selvi. S (Batch B)	Listening Skills-Selvi. S (Batch A)	Listening Skills-Selvi. S (Batch B)		
	Week 1		Week 2			
Time	11:30 pm to 1:30 pm	11:30 pm to 1:30 pm	11:30 pm to 1:30 pm	2:30 pm to 4:30 pm		
	Sessions & Practical			Evaluation		
	Formal & Informal Interaction - Prof.Shruti (Batch B)	Formal& Informal Interaction - Prof Shruti (Batch A)	Formal & Informal Interaction - Prof Shruti -(Batch B)	Formal & Informal Interaction- Prof-Shruti (Batch A)		

-TAP -Adv -TimeTable 2022-2023.xlsx						Open	🔄	🖨	⬇	⋮
A	B	C	D	E						
THIRD YEAR / - ADVANCE MODULE			2022-23							
SR.No.	TOPIC	FACULTY	DATE	TIME						
1	CONFLICT HANDLING	SRINIVAS RAO	21st Nov 2022	11:30pm to 1:30 pm						
			22nd Nov 2022	11:30pm to 1:30 pm						
2	SELF MOTIVATION, RESPONSIBILITIES	KANCHAN. LUTHRA	19th Nov 2022	11:30pm to 1:30 pm						
3	MOCK TEST									
4	PLACEMENT OPPORTUNITIES/MOCK INTERVIEW	MINIMALIST COMPANY HR HEAD MR.ABHJEET PATIL	3rd Dec 2022	11:30 pm to 1:30 pm						



Handwritten signature

RSET's



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

Lecture Attendance

'Listening Skills' Attendance list

1. Shrivastava Nupur Deepak
2. Verma Subhrit Sanjay
3. Buktar Prajakta Raghunath
4. Fulewale Shibani Bapuji
5. Jain Kinshu Anil
6. Poojari Shimona Raju
7. Saklani Chirag Palsingh
8. Singh Tanvi Prithviraj
9. Shaikh Aleena Mushtaq
10. More Prathamesh Chandrakant
11. Rathod Pradhyumn Ganesh
12. Shetty Divith Rajendra
13. Vishwakarma Sweety Ravindra
14. Jain Vidhi Deepak Kumar
15. Chavda Riddhi Rajesh
16. Kadere Madhurima Anand
17. Vishwakarma Namrata Sudarshan
18. Bhatt Angel Niramay
19. Sangle Raunak Bipin
20. Gaikwad Siddhant Milind
21. Iqbal Sadiya Raza



Handwritten signature

RSET's



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

22. Vishwakarma Rimi Sunil
23. Nadar Deryk Devaprasad
24. Choudhari Ritesh Shesharam
25. Mehta Vanshitaa Sameer
26. Das Srijan Suniti
27. Madne Abhishek Shivaji
28. Singh Shivani Sunil
29. Kesarwani Avi Anil
30. More Urjita Sanjay
31. Shrivastava Nandani Sunil



Handwritten signature

RSET's



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

'Conflict Handling' Attendance list

1. Jain Vidhi Deepak Kumar
2. Saklani Chirag Palsingh
3. Rathod Pradhyumn Ganesh
4. Buktar Prajakta Raghunath
5. Poojari Shimona Raju
6. Jain Kinshu Anil
7. Singh Shivani Sunil
8. Kadere Madhurima Anand
9. Vishwakarma Namrata Sudarshan
10. Fulewale Shibani Bapuji
11. Iqbal Sadiya Raza
12. Shrivastava Nupur Mr. Deepak
13. Vishwakarma Rimi Sunil
14. Shetty Divith Rajendra
15. Chavda Riddhi Rajesh
16. Nadar Deryk Devaprasad
17. Mehta Vanshitaa Sameer
18. Choudhari Ritesh Shesharam
19. Das Srijan Suniti
20. Madne Abhishek Shivaji
21. More Prathamesh Chandrakant
22. Kesarwani Avi Anil



Handwritten signature

RSET's



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

23. Shaikh Aleena Mushtaq
24. More Urjita Sanjay
25. Vishwakarma Sweety Ravindra
26. Kewlani Ravendra Deepak
27. Pandya Prachi Rameshji
28. Verma Subhrit Sanjay
29. Hanje Ajay Sujay
30. Jadhav Samruddhi Vishwambhar
31. Jain Pritesh Umeshkumar
32. More Shubham Deepak
33. Pathak Abhishek Kumar Rajkumar
34. Ploetz Ashner Klaus
35. Pujari Atharv Madhukar
36. Goel Yash Shravan
37. Sangle Raunak Bipin
38. Wagh Vansh Vijay
39. Barua Vidhi Bishwanath
40. Limbachia Vachan Suresh



Aleena

RSET's



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

'Formal and Informal Interactions' Attendance list

1. Singh Yogi Sunil
2. Tomar Vanshika Atul
3. Ploetz Ashner Klaus
4. Mehta Vanshitaa Sameer
5. Iqbal Sadiya Raza
6. Jain Khushboo Ajay Kumar
7. Das Rahul Chittaranjan
8. Agarwal Jeet Manish
9. Shaikh Armaan Jani Rehan
10. Chavda Riddhi Rajesh
11. Agarwal Sakshi Vishnu
12. Tiwari Ritik Basant
13. Agrawal Kshitij Anurag
14. Sharma Ayush Arvind
15. Choudhari Ritesh Shesharam
16. Barua Vidhi Bishwanath
17. Bhosale Rohit Ashok
18. Gore Nihar Manish
19. Sangle Raunak Bipin
20. Verma Gaurang Dinesh Kumar
21. Nagar Atisha Hemant Kumar Nagar
22. Jain Vidhi Deepak Kumar



Handwritten signature

RSET's



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

23. Shaikh Aleena Mushtaq
24. Bhardwaj Harsh Suresh Bhardwaj
25. Sengar Yashvardhan Bhramar
26. Nigde Niket Nitin
27. Roy Ankita Amulya Dhan Roy
28. Agarwal Kshitij Anurag

'Mock Interviews' Attendance list

1. Isha Kumari Ranjan Kumar
2. Jain Payal Kantilal Jain
3. Singh Gaurav Ramswaroop
4. Jain Manas Rajeev Jain
5. Chaturvedi Priyanka Jaydeep
6. Ghai Harleen Kaur Amarjit Singh
7. Joshi Esha Milind
8. Jain Pritesh Umeshkumar
9. Singh Shivani Sunil
10. Chaliha Arunabh Hiranya Kumar Chaliha
11. Agrawal Jeet Manish
12. Jadhav Loukik Sanjay
13. Kadere Madhurima Anand
14. Tiwari Ritik Basant
15. Jadhav Samruddhi Vishwambhar



Aleena

RSET's



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

16. Uday Kumar Avinash

17. Sharma Tulsi Deepak

‘Placement Opportunities’ Attendance list

1. Sharma Sunanda Arvind
2. Shaikh Aleena Mushtaq
3. Jadhav Samruddhi Vishwambhar
4. Agrawal Sakshi Vishnu
5. Buktar Prajakta Raghunath
6. Malde Akshita Jitendra
7. Jadhav Akash Ravi
8. Agarwal Jeet Manish
9. Singh Tanvi Prithviraj
10. Ghai Harleen Kaur Amarjit Singh
11. Jain Manas Rajeev Jain
12. Pednekar Aditya Pradeep
13. Agarwal Kshitij Anurag
14. Tripathi Shubham Shivaji
15. Bhuyan Dorina Narayan Bhuyan
16. Chaliha Arunabh Hiranya Kumar Chaliha
17. Jain Pritesh Umeshkumar
18. Goel Yash Shravan
19. Sharma Tulsi Deepak
20. Khanooja Gursheen Charanjeet



Handwritten signature

RSET's



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

21. Sharma Ayush Arvind
22. Sangle Raunak Bipin
23. Dadheech Shree Mahesh
24. Jain Payal Kantilal Jain
25. Nilyam Abeer Prashant
26. Singh Mrityunjay Harishchandra
27. Sengar Yashvardhan Bhramar
28. Poojari Shimona Raju
29. Jain Kinshu Anil
30. Sen Srija Samir Sen
31. Verma Subhrit Sanjay
32. Khapekar Harsh Devendra Khapekar
33. Agrawal Kshitij Anurag
34. Kesarwani Avi Anil Kesarwani
35. Jadhav Loukik Sanjay



Handwritten signature

RSET's



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

‘Self-Motivation and Responsibilities’ Attendance list

1. Chaturvedi Priyanka Jaydeep
2. Jain Payal Kantilal Jain
3. Jadhav Loukik Sanjay
4. Agarwal Jeet Manish
5. Patil Vidhi Santosh
6. Ghosh Sameeran Shantanu
7. Dadheech Shree Mahesh
8. Pednekar Aditya Pradeep
9. Jadhav Akash Ravi
10. Sen Srija Samir Sen
11. Tripathi Shubham Shivaji
12. Imsong Tekanungla Imo Imsong
13. Khapekar Harsh Devendra Khapekar
14. Shaikh Khizer Hanif
15. Sharma Ayush Arvind
16. Virvadia Niti Prakash
17. Fulewale Shibani Bapuji
18. Shrivastava Nandani Sunil
19. Shinde Abhijit Bhima
20. Khandvi Gurmeet Nirmal
21. Jain Khushboo Ajay Kumar
22. Daryk Deryk Devaprasad



Handwritten signature

RSET's



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

23. Tejani Yati Milan
24. Agrawal Kshitij Anurag
25. Sangle Raunak Bipin
26. Singh Gaurav Ramswaroop



Handwritten signature

RSET's



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

Number of placement of outgoing students during the year

Serial Number	Name	Course	Institution joined
1.	Krishna Yadav	MACJ	MID Day
2.	Utkarsh Shukla	MAFTNMP	Endamol (Big Boss)
3.	Shubham Konojya	BAMMC	Egg First Adversting
4	Tayyaba Shaikh	MACJ	L&T
5.	Ayushi Khandelwal	MACJ	L&T
6.	Jayraj Solanki	MAFTNMP	The Moving Head
7.	Raichel Martin	MACJ	The Small Big Idea
8.	Aditya Pendenkar	MAFTNMP	Multiverse Network
9.	Anjanya Upadhya	MAFTNMP	Contiloe Productions
10.	Dinesh Prajapati	MAFTNMP	Contiloe Productions
11.	Subhradip Roy	MAFTNMP	Films by Filmbuffs Production
12.	Soumyak Chakraborty	MAFTNMP	Films by Filmbuffs Production
13.	Sohom Ganguly	MAFTNMP	Films by Filmbuffs Production
14.	Yash Nimani	MAFTNMP	Big Boss Marathi
15.	Dhruvi Joshi	MACJ	Animation Express
16.	Jimit Bhavsar	BAMMC	Cannibals Media
17.	Kalyani Math	BAMMC	Happy Kidz
18.	Mrunali Sakhale	BAMMC	Nykaa



Sharma

EndemolShine India

Utkarsh Shukla, ("You/Your")
3/6, N-N pandey chawl, Sobhash nagar,
Ghatkopar west- 400084

Dated: 02nd November 2022

PAN No: KVBPS6655B

Sub: Contract of Consultancy ("Agreement")

Dear Utkarsh,

1. Endemol India Pvt. Ltd. ("The Company") is pleased to offer You the position "PRODUCTION ASSISTANT" for the project titled "BIGG BOSS HINDI S16" (hereinafter referred to as the "Project") from 25th September 2022 ("Effective Date") and shall continue till 15th January 2023 ("Term") for the services as customarily rendered in the film and television industry. You shall be paid an amount INR 15,000/- (Fifteen Thousand Only) per month, inclusive of all taxes/duties and conveyance ("Fees") plus GST (if applicable) the sufficiency of which is duly acknowledged. For the days You do not render Services, the Fees will be deducted on a *pro-rata* basis. The payment of Fees is inclusive of all payments to be made to You and the Company shall not be liable to bear or pay any additional amounts for the Services rendered by You under this Agreement. Any travel, lodging or boarding required for the purpose of rendering Services as may be intimated by the Company shall be provided as per the Company's policy.
2. This Agreement shall become effective from Effective Date and shall continue in full force till end of Term unless extended by The Company in writing (email permitted), subject to termination provisions as per the terms of the Agreement. The Company shall be entitled to renew this Agreement or enter into a new agreement for such period and upon such terms and conditions as will be decided at that point in time by The Company.
3. The payment of your Fees will be made around the 15th day of subsequent month of you rendering Services, post confirmation & submission of your approved tax invoice. You will exclusively be responsible for payment of all taxes. The Company shall withhold all applicable taxes as required under applicable law from any amounts paid or payable to you pursuant to your Agreement. All payments made to you by The Company shall be net of any applicable withholding taxes.
4. During the Term, your Services could be considered for any other projects or roles within The Company, which you are expected to adhere to without any changes in your Fees for the Project.
5. At all times during the Term, You shall procure that any payments, goods, gifts, benefits, entertainment, transfers or any other consideration ("Payment") offered or given to third parties by You or any of Your team members in connection with the Agreement, comply with all applicable laws, regulations, governmental rules, guidelines and codes relating to bribery and corruption, including the U.S. Foreign Corrupt Practices Act, United Nations Convention against Corruption and the UK Bribery Act 2010.
6. You shall neither during the Term, nor at any time after its termination or expiry, directly or indirectly: (a) use for your own purposes or those of any other person, company, business entity or other organization whatsoever, or (b) disclose to any person, company, business entity or other organization whatsoever, any confidential information relating or belonging to the Company (including its corporate parent, subsidiaries, investments, and affiliates), and including but not limited to information relating to analysis, projections, business plans, transactions, strategic information, marketing plans, clients, client lists, candidates, candidate lists, marketing and sales information, designs, services, research activities, source codes, software, intellectual property, trademark or patent applications, discoveries, ideas, concepts, know-how, techniques, processes, procedures, designs, specifications, proposals, requests for proposals, proposed products, and any other technical, financial or business information or any document marked 'Confidential' (or with similar expression), or any information which you have been told is confidential or which you might reasonably expect The Company to regard as confidential. Disclosure of any confidential information shall result into stern action by The Company including but not limited to termination of the Agreement and/or you being liable to pay to The Company reasonable damages ("Damages") as determined by the Company.
7. Ownership of Intellectual Property Rights:
 - 7.1. All works and product of Services developed by you during the Term ("Works") shall at all times constitute and shall be deemed to constitute works-made-for-hire / commissioned works developed at the instance of The Company in accordance with The Indian Copyright Act, 1957 under a 'contract of service' as per Section 17 (b) and (c) of the Indian Copyrights Act, 1957 and The Company shall be the first and exclusive owner of all rights including but not limited to Intellectual Property Rights and copyright in the Works for all purposes, for the entire Territory and in perpetuity. The Company, as first and exclusive owner, shall have the sole and exclusive right to exercise all rights comprised in copyright in the Works in accordance with Section 14 (1) (a) of the Indian Copyright Act, 1957 or any other equivalent provision thereof. You further acknowledge that The Company shall be the sole and exclusive owner of derivative rights and shall have the sole and exclusive right to produce derivative works based on the Works. You acknowledge that The Company is/shall be the first and exclusive owner of all intellectual property rights including copyrights in the Works, in the entire territory of the world and in perpetuity.

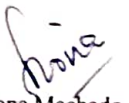
8. You represent, warrant and undertake that You:
- 8.1. are a major and have the capacity and authority to execute this Agreement.
- 8.2. are not subject to any conflicting obligation or disability under any other agreement which will prevent or interfere with the due execution and performance of Services and obligations under this Agreement;
- 8.3. shall render Services to the best of your skill and ability and in accordance with the timelines given by the Company.
- 8.4. During the Term, You shall fully and promptly observe and comply with such regulations, instructions or requirements as may from time to time, consistent with the terms of this Agreement, be given or made known to You by the Company. You shall also comply and abide by the travel, boarding and lodging provisions without any demur which shall be provided to You by The Company as per the Company's policy.
- 8.5. shall ensure that due care is given to the Company's property and equipment in Your direct care and control. Any loss or damage to such equipment attributable solely to You must be recorded in writing, which must be handed to the Company and/or its authorized representative.
- 8.6. shall not use derogatory remarks directly or indirectly for the Company, its associates, representatives, technicians or any person connected with the Project.
- 8.7. shall always maintain in good condition the Company's assets and properties which may be given to You for official use which shall be returned to the Company immediately on expiry or termination of the Agreement or in the event Your Services have been suspended.
- 8.8. shall not misrepresent the Producer and shall not make any commitments, whether financial or other on behalf of the Company, without the prior written authorization of the Company.
- 8.9. are not a government official who has any connection with any matter related to any aspect of this Agreement or is closely connected with, or related to, any such government official.
- 8.10. Shall ensure full compliance with applicable law in India or in the country where You are rendering the Services.
- 8.11. Without The Company's prior written approval, You are prohibited from making any Facilitating Payment or providing any Business Courtesy in connection with this Agreement or on behalf of The Company. A "Facilitating Payment" is a small value payment made to a Government Official to expedite or secure the performance of routine, or non-discretionary, governmental action, which is ordinarily and commonly performed by a Government Official. A "Business Courtesy" is any benefit provided to anyone outside of The Company free of charge or at a charge less than market value, including but not limited to any gift, payment of travel, meals or lodging expense, entertainment, or offer of employment.
- 8.12. Not at any point do any act which shall be in contravention to the provisions of the Prevention of Sexual Harassment Act, 2013 and/or the Indian Penal Code, 1860 and/or the Narcotic Drugs and Psychotropic Substances Act, 1985 (collectively referred to as "Acts"). Further You understand and acknowledge that in the event any proceedings are initiated against You under any of the aforementioned Acts, the same shall entitle the Company to terminate Your employment with the Company.
- 8.13. You are mandated to follow all rules, regulations and protocols set against fighting COVID-19 Pandemic on all work premises of The Company as described on <https://www.maharashtra.gov.in/>.
- 8.14. You will not make, offer, authorize, or promise to make, or receive or accept, any payment or transfer of anything of value during the course of Your performance under this Agreement:
- 8.15. to or from any officer, employee or representative of any actual or potential customer of The Company or any of its affiliates; or to or from any officer or employee of The Company or any of its affiliates; or to or from any other person or entity, if any payment or transfer described in this paragraph would violate the laws of the country in which it is made, the laws of the United States of America (including the United States Foreign Corrupt Practices Act of 1977, as amended), the laws of India or other applicable anti-corruption laws, including the UK Bribery Act 2010
9. The Company may terminate this Agreement by giving a 15 (fifteen) day notice in writing (emails allowed) in the event of a non-performance or breach of the Services, representations, warranties, undertakings and obligations and failure to remedy the same within 15 (fifteen) days; or (ii) any act which amounts to a criminal offence punishable under any law for the time being in force; or (iii) any act committed which amounts to sexual harassment under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Notwithstanding anything contained in this Agreement, The Company shall also be entitled to terminate this Agreement immediately without notice and without giving any reasons. You may terminate the Agreement by giving a 15 (fifteen) day prior written notice to the Company.
10. Consequences of Termination:
- 10.1. You shall return all Works and all materials and all other properties, documents, including but not limited to laptop(s), cellular phone(s), keys or credit card whatsoever which may be in Your possession or under Your control relating to the Program immediately without any demur or protest in the same condition as when provided to you. In an event, You fail to return any material completely or return with any damage caused to such material within 3 (three) days from the date of termination, The Company shall reserve the right to adjust such cost of such 'not returned' material against Your full and final payment.
- 10.2. You shall do a handover in accordance with the instructions of the Company and shall execute all documents as will be required by the Company at the time of Your exit without any demur or protest.
- 10.3. Subject to compliance of clause 10.1 and 10.2 to the satisfaction of the Company, the Company shall pay the Fees on a pro rata basis to you. However, notwithstanding the foregoing, in the event the Agreement is terminated for any reason attributable to You, You shall not be entitled to any further monies including Fees. In such an event of termination, any advance monies if paid by the Company to You shall be refunded immediately but no later than 3 days from date of termination.
- 10.4. You shall modify Your social media profiles such as LinkedIn etc., to reflect that You are no longer associated with the Company.

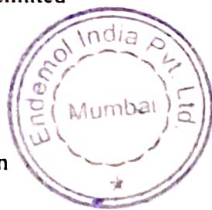
Shiva. Utkarsh

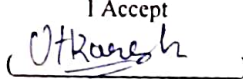
- 10.5. You shall strictly comply with Your obligations which by its nature are intended to survive.
11. You agree and acknowledge that breach of any of the provisions contained in this Agreement shall cause irreparable harm, injury and prejudice to The Company which shall not be capable of being compensated in terms of money. The Company shall, in addition to and without prejudice to The Company's rights and remedies at law and equity, be liable to seek reliefs in terms of injunctive reliefs and/or specific performance in respect of any breach by You of the terms and conditions of this Agreement.
12. You shall be a registered member of your respective association. The Company shall not be liable towards any issues arising out of your non enrollment with the associations. You shall also bear the membership fees with these organizations and any fines imposed on the Company due to you not holding an association membership. The Company reserves the right to terminate this Agreement, in case it is found that you are not a member of the said association.
13. Indemnification:
- 13.1. You shall defend, indemnify and hold harmless the Company, its assignees, representatives, agents harmless from and against any and all losses, claims, liabilities, judgments and other matters, arising out of and/or in connection with breach of any of terms of this Agreement.
14. This Agreement is governed and construed in accordance with Indian Laws. The courts of Mumbai shall have exclusive jurisdiction to try and entertain any disputes arising out of this Agreement.
15. Company shall be entitled to assign or license any or all of its rights and/or benefits under this Agreement to any third party. You shall not be entitled to delegate, assign or license any or all of his rights and/or benefits under this Agreement to any third party.
16. The failure of the Company to enforce at any time any of the provisions of this Agreement shall not be construed to be a waiver of such right, power, privilege or remedy or as a waiver of any preceding or succeeding breach by You to this Agreement nor shall any single or partial exercise of any right, power, privilege or remedy preclude any other or further exercise of such or any other right, power, privilege or remedy provided in this Agreement all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to the Company at law or in equity.
17. If due to any COVID related issues and/or an event of Force Majeure i.e. an event beyond the Your or The Company's reasonable control (e.g., your death, incapacity or disability or any "above-the-line" personnel in the Project, an act of God, war, riot, act of terrorism, civil commotion, damage, fire, flood, or storm, pandemic, epidemic, labor dispute, strike, lockdown or lockout, any Central or State government restrictions, or other similar event) that, as determined by The Company in its reasonable good faith discretion, (i) causes an interruption or suspension of or materially hinders, interferes with or delays Your timely performance of the Services (or part thereof) in accordance with this Agreement or any of Your obligations hereunder, or (ii) interferes with The Company's ability to perform its obligations hereunder including payment obligations, the Company shall be entitled to either suspend your Agreement for those specific number of days as deemed fit by The Company or terminate the Agreement. In the event of suspension of the Agreement, the Company shall have the right to alter / modify or not pay your Fees as per the Company's sole discretion for the period of such suspension. Further, in the event of termination of the Agreement, the Company shall pay you Fees which is due and payable on a *pro rata* basis. All decisions taken by the Company in this regard shall be final and binding on you and you agree and acknowledge that you shall not raise any claims on the Company.
18. While the Company shall take precautionary measures and observe the applicable guidelines of the government, in the event You or any person associated with You contracts COVID-19 or induces any harm or injury due to Your acts or omissions or the acts or omissions of the persons associated with You, without any default of the Company, the Company shall not be held liable for such contraction of COVID-19, harm or injury.

We are delighted by the prospects of your joining and I very much look forward to working with you. Kindly endorse your acceptance by placing your signature in the space provided below.

Yours sincerely,
For Endemol India Private Limited


Fiona Machado
AVP – HR & Administration



I Accept

Utkarsh Shukla



Awww – From Day 1 to Day Happiness

ADD: B/4 – 31, Navy Colony, Liberty Garden, Malad West, Mumbai 400064. TEL: 9022984332 EMAIL: melita@awww.co.in WEBSITE: www.awww.co.in

Letter Of Appointment

10th

Nov, 2022 Dear Siya,

With reference to your application and subsequent interview with us, we are pleased to appoint you as the Photographer in our organisation on the following terms and conditions.

Date of Joining: 10 NOVEMBER, 2022

Salary: Your Annual Total Employment Cost to the company would be 10,000 (Ten thousand only) inclusive of travelling, details of which have been given in the annexure.

Place of Work: Your present place of work will be Mumbai during the course of the service.

Probation/Confirmation: You will be on a Probation period for Three months.

Leave: As per the nature of the business, photographers are not applicable for leaves. He/she wants to take any emergency leave or any planned leave is then or she has to arrange a backup photographer or else the salary will be deducted for the particular days. (Applicable for sick leave also or medicine emergency)

During the period of your employment with Awww, you will devote full time to the work of Awww. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written

permission of the Company.

1. You will not (except in the normal course of the Awww's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to Awww's products or to any matter with which Awww may be concerned, unless you have previously applied to and obtained the written permission from the Management.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages licence, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with Awww and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
9. The shoot will be a 2 to 3 hour shoot for the maternity shoot and 3 to 4 hour for baby shoot (client flexibility excluded) covering at least 150-200 raw images.
10. Travelling and reaching the location 10 min before the shoot starts ,and travelling will be from the locations covering 100-120 km all over Mumbai.
11. All images to be shared with Awww and client within 24 hours latest after shoot on email. Email format will be provided by the company.
12. The photographer is responsible for getting client feedback, coordinating with the client for aspects of the shoot, getting the final selected images from the client and managing his calendar and the photographer sheet.
13. Props, gown and portable changing tent for shoot will be provided by Awww to the photographer which will need to be returned for full and final payment before leaving the organisation.
14. Ensure that all the gowns and props are maintained in Hygiene and Good condition. All the gowns and props are properly washed in soapy water and then use comfort conditioners for good fragrance.

15. Ensure that if there are any stitches coming out or any holes are observed on the gowns then it should be immediately brought to your incharge attention and get it properly stitched from the nearby tailor before it results to a heavy damage.
16. Photographers will be required to maintain utmost secrecy in respect of Clients documents or data, commercial offer, design documents, Project cost & Estimation, Technology, Software packages licence, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
17. Photographer will need to provide a 3 months notice if he plans to leave the organisation. Three month salary during this will be withheld and released in full and final payment.
18. You will be taking an assistant on shoots in your responsibility. No charges will be given to them. You yourself will be responsible for her/his expenses.

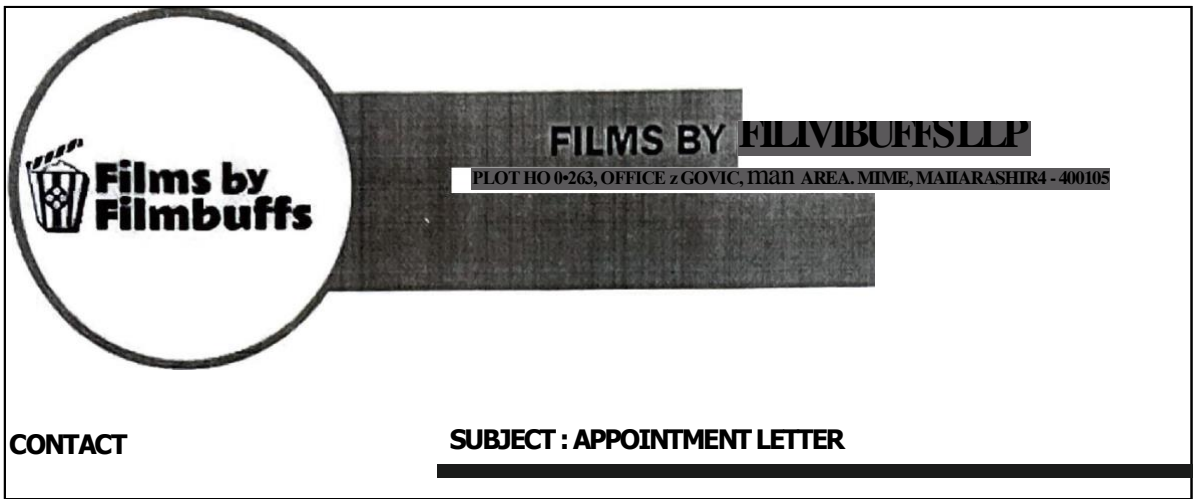
We welcome you to the Awww family and look forward to a fruitful collaboration.

With best wishes,

For Awww



Melita furtado
Co Founder



CONTACT

SUBJECT : APPOINTMENT LETTER

Sooraj Khanna
Producer
Film-Ls By Filmbuffs LLP
Email : almthbyfilmfasaenall.corck
Phone : +014879820532

TO SOUMYA CHAKROBORTY

Date ; [0⁶ January , 2023

Dear Soumya

This is with reference to your application for the job profile "Director of Photography " and the subsequent discussions you had with us at the interview, We are pleased to inform you that your are hired for the job , as per our discussion your service will be used in multiple projects , you will not disclose project details or do any type of marketing without consent of the company .

Welcome on board , we are happy to have you , wishing you great journey with us.

Sincerely,
Sooraj Khanna
Producer / Founder ,

FILMSBYFILMIBUFFSLLP



Animation Xpress.com

World's no. 1 source for News, Information & Connectivity with the Indian Animation, VFX & Gaming ecosystem

27th April 2022
Ms. Dhruvi Joshi

Mumbai

LETTER OF APPOINTMENT

Dear Dhruvi,

With reference to your application, subsequent interview with us and letter of offer dated 26th April 2022, we are pleased to appoint you as **Trainee Reporter** with Indian Television Dot Com Pvt. Ltd. ("Company").

We welcome you on board as part of the Company, on the following terms and Conditions.

1. JOB TITLE, TERM, LOCATION-

- i) **JOB TITLE** - Your job title would be **Trainee Reporter** and you shall be required to report to **Ms. Prerna Kothari**
- ii) **TERM** - Your appointment will be from **27th April 2022** and your services shall continue unless terminated by either you or the Company, subject to Probation.
- iii) **LOCATION** - You will be based at Mumbai. However, if required by the Company, you shall be posted at such place or places in India or abroad and render your services to the Company.

2. SALARY:

- a) Subject to adherence of terms and conditions of this letter, your annual salary package would be **INR 3, 00, 000 (Rs. Three Lac)** which shall be payable to you on a monthly basis of **INR 25000 (Rs. Twenty Five Thousand)** subject to tax deductions at source as per applicable law, which shall be payable to you on a monthly basis on the 10th of every month. Break up of your Salary is as detailed in the Annexure – A annexed hereto. Your Annual Salary shall be subject to all Taxes applicable in India such as Professional Tax and Income Tax etc. The said taxes will be deducted as per the applicable tax regulations, Acts and wherever required the requisite tax deduction certificate will be issued to you at the end of the financial year by the Company.
- b) You shall be responsible for filing your Income Tax return under Indian Law and statutory provisions.

3. DUTIES:

- a) You shall comply with all instructions, duties and responsibilities entrusted by your seniors and reporting manager. The Management reserves the right to assign to you such other duties and responsibilities, both inside and outside the office premises, as may be considered advisable, from time to time in the Company's interests.
- b) You shall be required to faithfully and loyally serve the Company during the Term and be hardworking, efficient and responsible towards the tasks assigned to you.



Animation Xpress.com

World's no. 1 source for News, Information & Connectivity with the Indian Animation, VFX & Gaming ecosystem

4. PROBATION:

You will be on probation for a period of six months from the date of your appointment. At the end of the probation period or any extension / reduction thereof, if the Company in its sole discretion finds you suitable for the job, your appointment will be confirmed in writing by issuing a Confirmation Letter. Till the Confirmation Letter is issued, you will be deemed to be on probation to which you agree and confirm. The period of probation may be extended at the discretion of the company depending on your performance and other factors.

Your continuation in the service of the company is also subjected to your performance during the period of your probation. The company reserves its rights to terminate your services in the event that (i) your performance is found un-satisfactory with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice (ii) In case of your wilful absence from the place of work without sufficient cause or prior intimation to the Company and / or shortfall in notice period, Company reserves the right to recover the shortfall in notice period from the full and final settlement and / or balance, if any, to be recovered from you. During probation period, you may also resign your appointment with 15 days' notice or payment of 15 days basic salary in lieu of notice, at the discretion of the Company.

Proviso: Provided, however, that the above requirement may be altered/ modified in such manner as may be necessary for the company to discharge its existing and forthcoming obligations.

5. LEAVE:

You will be entitled to leave as per the leave policy of the Company applicable to your category of employees and location of posting.

6. TRANSFER:

Your services are liable to be transferred to any other Departments, Branches, Sites, Sister Companies or any of their branches in India. On your transfer, you will be governed by the company's rules applicable to the Establishment to which you are posted.

7. INCREMENTS:

Increments will not be automatic, but will be at the discretion of the Management, and will depend on the periodic performance assessments.

8. NOTICE PERIOD:

Your continuation in the service of the Company is a subject to your satisfactory performance during the entire period of employment. Once your job is confirmed the notice period for discontinuation of service on either side will be **90 days**. If you fail to comply with the notice clause, the Company shall have the discretion to forfeit your salary and benefit for the notice period and / or balance, if any, to be recovered from you as follows:

- For Mid & Junior Level Positions: 45 Days basic salary and likewise in case you resign you will be required to give one and half month's notice or pay one and half month's basic salary to the company in lieu of notice period.
- For Senior Level Positions: **90 days** basic salary and likewise in case you resign you will be required to give two months notice or pay two months basic salary to the company in lieu of notice period. Notice pay will be computed on a monthly take home, as defined in Clause (2)

Proviso: Provided, however, that the above requirement may be altered/ modified in such manner as may be necessary for the company to discharge its existing and forthcoming obligations.



Animation Xpress.com

World's no. 1 source for News, Information & Connectivity with the Indian Animation, VFX & Gaming ecosystem

SERVICE RULES:

Non Compete & Exclusivity

Your whole time and attention should be devoted to the interests of the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without permission in writing of the CEO of the Company.

It is specifically agreed by you that upon termination/expiry of your employment, for a period of 12 (twelve) months, you shall not take up any assignment with any company in same/similar business as the Company. You agree that the restrictions contained in clause are reasonable and necessary for the protection of the Confidential Information of the Company and its clients and shall survive the termination of this Letter of Appointment.

Non Disclosure of Confidential Information You will not at any time without the written consent of the CEO disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, business, plans, administration or research carried out whether the same may be confided to you or become known to you in course of your service or otherwise. All disclosed Confidential Information remains the property of the Company.

Confidential Information means and includes without limitation all and any data, know-how, formulae, processes, designs, photographs, drawings, specifications, programmes, samples, trade secrets, intellectual property and all information of whatever description and any other material bearing or incorporating any information concerning or relating to the Company, its assets, properties, plans, processes, finances, methods, operations, market strategy, marketing and pricing information, customer or consumer databases, pricing or other policies, business and business plans, intellectual property, and also includes all documents, agreements, sales charts, cost projections and analyses, pricing models, financial and tax information, business, marketing and operational projections, plans and opportunities, product information, designs, identification of customers, vendors and suppliers, customer, vendor and distribution lists, business records and other books and records relating to or concerning the Company. At the time of appointment you will have to sign a copy of 'Employee Non Competition & Non Disclosure Agreement'.

Intellectual Property

All ideas, inventions, design, software and all other intellectual property that may be developed by you or in the development of which you have played any role while you are in employment of the company ("Work Product") will solely and absolutely belong to the company. You shall not be entitled to claim ownership of any rights on the same. Work done by you shall for the purpose of Copyright Act 1957 (as amended) ("Copyright Act") and statues of all countries shall be deemed as "Work made for Hire".



Animation Xpress.com

World's no. 1 source for News, Information & Connectivity with the Indian Animation, VFX & Gaming ecosystem

If you have any rights to the Work Product that cannot be assigned to the Company, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against the Company and its affiliates and their employees, contractors or clients with respect to such rights and grant to the Company and its affiliates an exclusive, irrevocable, perpetual, worldwide, sub-licensable, fully paid-up and royalty free exclusive license to such Work Product, or part thereof.

In consideration of your salary, and other benefits drawn by you so long as you remain an employee of the Company, all your rights, if any, including, without limitation, all rights of creative authorship and other rights whatsoever shall stand assigned to the Company absolutely and in perpetuity. You on signing this letter of appointment voluntarily waive all moral rights and any rights u/s 19(4) of the Copyright Act, 1957.

On termination or expiration of your employment, you will deliver to the Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof. You agree that you retain no rights to use the Work Product and agree not to challenge the validity of the Company's ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results or proceeds there from, even if after expiration or termination of your employment hereunder.

Any invention, improvement, or design conceived or any software/hardware developed by you while in employment with Our Company, which is within the existing or contemplated scope of the business of the Company, shall become the Company's exclusive property for all countries in perpetuity

a. Past Records

If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such case you will be liable to be terminated from service without any notice and prosecuted legally if this has any implication's on the Company.

9. INDEMNITY -

You agree to indemnify the Company for any losses or damages sustained by the Company which is caused by or related to your breach of any of the provisions contained in this Letter of Appointment

10. You acknowledge and agree that the restrictions contained in this Letter of Appointment are considered reasonable for the legitimate protection of the business and goodwill of the Company, but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid and effective; provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this clause were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions



Animation Xpress.com

World's no. 1 source for News, Information & Connectivity with the Indian Animation, VFX & Gaming ecosystem

revoked. Notwithstanding the limitation of this provision by any law for the time being in force, both the Company and you undertake to, at all times observe and be bound by the spirit of this clause.

11. This Letter of Appointment along with the Annexure(s), if any, represents the entire arrangement between the Company and you with respect to the subject matter thereof and supersedes and cancels all prior contracts or agreements or appointment letters, arrangements or understandings whether written or oral between the Parties hereto.

12. CONSEQUENCES OF BREACH OF TERMS:

Notwithstanding anything contained in Clause 4 and 8 above, should you contravene or breach any of the foregoing terms and conditions of service or if any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such case you will be liable to be terminated from service without any notice and prosecuted legally if this has any implication's on the Company., the Company will be entitled to terminate your services forthwith, without compensation, notice period or salary in lieu thereof and without prejudice to other legal rights/remedies available to the company

13. DISPUTE RESOLUTION, GOVERNING LAW AND JURISDICTION:

- i) In the event of any dispute or disagreement or interpretation of any of the terms herein or any claim of liability, the same shall be referred to a person to be nominated by the Company as an arbitrator whose decision shall be final and binding upon the parties hereto. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996 or of any modifications or re-enactment thereof. The venue of arbitration shall be at Mumbai.
- ii) Subject to clause 14(i) above, this Letter of Appointment shall be governed by the laws of India and shall be subject to the exclusive jurisdiction of the courts in Mumbai.

We take this opportunity to welcome you to Indian Television Dot Com and look forward to your long, happy and productive association with us.

Yours sincerely,

For Indian Television Dot Com Pvt. Ltd



Kshitija Deshmukh

Manager HR

I accept the above terms and conditions which form part of my appointment with Indian Television Dot Com -The original of this letter is in my possession.



Animation Xpress.com

World's no. 1 source for News, Information & Connectivity with the Indian Animation, VFX & Gaming ecosystem

ANNEXURE		
NAME	Ms. Dhruvi Joshi	
DEPARTMENT	ANX	
DESIGNATION	Trainee Reporter	
DOJ	27th April 2022	
SALARY COMPONENT	Compensation Rs. Per Annum	Compensation Rs. Per Month
A: Basic Salary (Base Pay)		
Basic Salary (Base Pay)	1,20,000.00	10,000.00
COMP 1: (A)	1,20,000.00	10,000.00
B : Non Basic Salary (Non Base Allowances)		
House Rent Allowance (HRA)	60,000.00	5,000.00
Conveyance Allowance	19,200.00	1,600.00
Medical Reimbursement	15,000.00	1,250.00
Special Allowance	85,800.00	7,150.00
TOTAL (B)	1,80,000.00	15,000.00
TOTAL COST TO COMPANY (CTC): A+B	3,00,000	25,000

Notes:

- 1.Net Take Home and Calculations DO NOT take into account effect of Income Tax.Please consult your Tax Advisor for the same.
- 2.Medical can be claimed as actuals against bills.Unclaimed amount will be paid as taxable at the end of the year.
3. Professional Tax for all the months is Rs.200, except for February it is Rs.300.





Date: 17th Dec 2022

To,
Ms. Raichel Martin Luther
'D' Building, Room No. 9, First Floor,
Matunga Labour Camp,
Dharavi, 400019

SUB: Offer Letter

Dear Ms. Raichel,

It is our pleasure to extend the following offer of employment to you on behalf of TheSmallBigIdea, further to the interview and discussions you have had with us. You are expected to join duty on 17th October 2022

You are offered the position of Executive and your Annual Cost To the Company will be per annum Rs. 300000/- (Rupees Three Lakh Only).

Break Up of Your Annual Cost To Company is mentioned in Annexure. Please note salaries are confidential and we expect you to not disclose them.

You will be entitled to other allowances and benefits whatsoever as per the policies of the organization. Regular performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in the information or if you fail to report to us on or before the pre-decided date.

You will need to submit a copy of all your educational documents, identity & address proof, experience certificate, and relieving documents on the date of joining.

We are looking forward to an enduring relationship with you.

For TheSmallBigIdea

Accepted By

Ms. Akshata Apte
Vice President – HR

Ms. Raichel Martin Luther

SMALL BIG IDEA LLP
UNIT NO 401, 4TH FLOOR SATYAM TOWERS,
CTS NO 332F & 332E,
DEONAR VILLAGE, GOVANDI (EAST),
MUMBAI 400 088.
www.tsbi.in

EMPLOYMENT AGREEMENT

AGREEMENT is made on the 17th of October 22 **BETWEEN**
ALL BIG IDEA LLP, a Limited Liability Partnership incorporated under the provisions of the Limited Liability Partnership Act, 2008, having its registered office at Unit No 401, 4th Floor, Satyam Towers, CTS No 332F & 332E, Konar Village, Govandi East, Mumbai 400 088 (hereinafter referred to as "**the Employer Company**") which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the **ONE PART**,
AND

Ms. Raichel Martin Luther, an adult of 22, Indian Inhabitant, having PAN No AXYP6608G, currently residing at D' Building, Room No. 9, First Floor, Matunga Labour Camp, Dharavi Mumbai. Pincode: 400019. and having permanent address at D' Building, Room No. 9, First Floor, Matunga Labour Camp, Dharavi Mumbai. Pincode: 400019. (hereinafter referred to as "**the Employee**") of the **OTHER PART**.

The Employer Company and Employee shall hereinafter be referred to as the "**Parties**" in the collective and as a "**Party**" in the singular, as the context may so require.

WHEREAS:

- A. The Employer Company is engaged in the business of Digital Marketing.
- B. The Employer Company is willing to engage the Employee's services on the terms and conditions contained in this Agreement.
- C. The Employee has represented to the Employer Company that the Employee has the necessary qualifications, expertise and capability to perform the tasks forming part of and relating to the Key Responsibility Area ("**KRA**") as more particularly mentioned in the Schedule hereunder written. Based on such representation, the Employer Company has offered and the Employee has accepted the position in the Employer Company as "Executive: Copywriting" on the terms and conditions as set out in this Agreement.

NOW THEREFORE, in consideration of the promises and the mutual covenants set forth herein, the Parties hereto, intending to be legally bound, hereby agree as follows:

1. **Date of Commencement:**

- 1.1 The Employment will commence from the **17th** day of October 22 and the Parties hereto shall be bound by the terms and conditions laid down in this Agreement.

2. **Job Description / Key Responsibility Areas:**

- 2.1 The Employee has been appointed for the post of Executive: Copywriting and he/she shall also be required to carry out associated functions which commensurate with his/her position as Executive: Copywriting or as the Employer Company may prescribe from time to time require.
- 2.2 A detailed Key Responsibility Area ("**KRA**") is more particularly mentioned in the Schedule hereunder written.
- 2.3 The Employee also agrees to comply with various policies of the Employer Company, which are more specifically and collectively attached and marked as "Annexures" of this Employment Agreement and also any amendments to be made in the said Company policies by the Employer Company at any time during the subsistence of this present Agreement.

3. **Duties and obligations:**

- 3.1 The Employee shall work full time for the Employer Company, devoting his/her time, attention and skill to the duties of his/her office and shall faithfully, efficiently, competently and diligently perform such duties and exercise such powers as may from time to time be assigned to or vested in him/her and shall comply with all lawful directions given to him/her and use his/her best endeavours to promote and extend the business of the Employer Company and to protect and further the interests and reputation of the Employer Company from any place appointed by the Employer within India without any additional cost..
- 3.2 The Employee shall act diligently and to the best of his/her ability in the discharge of his/her duties and subject to any restrictions or limitations imposed by the Partners of the Employer Company or under any policy of the Employer Company in this regard.
- 3.3 The Employee shall, unless prevented by ill-health or disability, devote adequate time, attention and abilities to the business of the Employer Company and shall faithfully serve the Employer Company and use his/her best endeavours to promote the interest of the Employer Company.

The Employee shall at all times promptly give to the Partners of the Employer Company all such information, explanations and assistance as the Partners may require in connection with the business of the Employer Company.

- 3.5 During the subsistence of this Agreement, the Employee shall neither directly or indirectly engage himself/herself in any other business, occupation or employment whether permanent or temporary nor directly or indirectly work for profits sharing or for a fixed or flexible or variable salary, without the approval of the Employer Company. In the event of default of this clause by the Employee, the Employer Company shall be entitled to terminate this Agreement forthwith.

4. **Hours of Work:**

- 4.1 The normal hours of work shall be 10 a.m. to 7 p.m. from Monday to Friday, or as shall be set out by the policies Employer Company from time to time. A detailed policy of "**Attendance**" is more particularly mentioned in the '**Annexure - A**' which is annexed hereinbelow to this Employment Agreement.

5. **Salary and Reimbursements:**

- 5.1 In consideration of his/her services to the Employer Company for the KRA as mentioned in the Schedule hereunder written, the Employer Company shall pay to the Employee during the term of this Agreement, salary / remuneration of Rs. 25000/- (Rupees Twenty Five Thousand only) per month, subject to deduction of tax at source and other statutory deductions. Salary will be reviewed annually. Payment of the salary shall be by way of in the bank account of the Employee each month. A detailed policy of "**Salary and Reimbursement**" is more particularly mentioned in the '**Annexure - B**' which is annexed hereinbelow to this Employment Agreement.

6. **Leave:**

- 6.1 The Employee shall be entitled to earned leaves and compensatory leaves in accordance with the Employer Company's leave policies for its Employees generally, as in effect from time to time. A detailed policy of "**Leaves**" is more particularly mentioned in the '**Annexure - C**' which is annexed hereinbelow to this Employment Agreement.

7. **Grievance Procedure:**

- 7.1 The Employer Company is most anxious that legitimate grievances raised by an Employee are expeditiously and fairly resolved. Any Employee who has a grievance relating to his/her employment should discuss it with the HR of the Employer Company

8. **Policy on Sexual Harassment at Workplace:**

- 8.1 A policy on Sexual Harassment at Workplace has been formulated to create and maintain a safe working environment at the office of the Employer Company where all employees treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy. Employees at the Employer Company are entitled to work in an environment free from any form of discrimination or conduct which can be considered harassing, coercive, or disruptive. A detailed policy on prevention and redressal of cases of sexual harassment at workplace is annexed and marked as '**Annexure - D**' to this Employment Agreement.

9. **Termination for Cause:**

- 9.1 The Employer Company hopes that it will not become necessary to dismiss an Employee, however, it must be understood that there are certain breaches of Company Rules (hereinafter referred to as "**Cause**") for which, after the facts have been ascertained, an Employee may be dismissed or suspended, without pay, pending further investigations. In such an event, an Employee will be afforded a full right of representation of his/her case to the Employer Company before a final decision is made. The Employee will be dismissed in the event of it becoming absolutely clear that no, or insufficient, improvement on the aspect of performance is forthcoming. At all times the Employer Company will abide by procedural fairness when dealing with dismissals from the Employer Company. For purposes of this clause, "**Cause**" shall mean:
- 9.1.1 Employee's indictment or conviction of any crime involving moral turpitude under national, state or local law;
- 9.1.2 Employee's failure to perform (other than as a result of Employee's being Disabled), in any material respect, any of his/her duties or obligations under or in accordance with this Agreement for any

reason whatsoever and the Employee fails to cure such failure within 10 (ten) business days following receipt of notice from the Partners of the Employer Company;

9.1.3 Employee commits any dishonest, malicious, fraudulent or grossly negligent act which is materially detrimental to the business or reputation of the Partners of the Employer Company or the Employer Company itself or any associated company of the Employer Company, or the Employer Company's business relationships with its clients and vendors;

9.1.4 Breach of clause on Confidentiality (clause 13), clause on Non-Compete (clause 14) as written hereunder by the Employee;

9.1.5 Unethical and intolerant behaviour with any other employee, staff or any person associated with the Employer Company;

9.2 The Employer Company shall be entitled to terminate the Employee under the above clause 9.1 by giving the Employee, 1 (one) months' notice in writing. If the cause resulting into the termination of the Employee is one which can be remedied, then the Employer Company shall give a 10 (ten) days period to the Employee to remedy his/her wrong, and if the Employee fails to remedy the wrong committed by him/her then the Employer Company shall be entitled to give him 1 (one) months' termination notice in writing as aforesaid.

10. **Termination without Cause:**

10.1 Notwithstanding anything contrary herein contained, the Employer Company shall always be entitled to terminate this Agreement at any time by giving the Employee, a minimum of 2 (two) months' notice in writing, without assigning any reason or without Cause. The Employee shall also be entitled to resign at any time by giving the Employer a **minimum of 2 (two) months' notice** in writing. In the event of termination by the Employer Company or resignation by the Employee under this clause, the Employer Company may require the Employee to absent himself/herself from its premises of the Employer Company and not participate in the working of the Employer Company during the unexpired portion of the notice period.

10.2 The Management can decide to release the employee servicing notice earlier than the mentioned last working day on the resignation email.

10.3 In case of termination under this clause or clause 9, the Employee shall be entitled to receive accrued but unpaid (as of the date of Termination) Salary, to be paid in lumpsum within 60 days from the date of termination.

10.4 In case of voluntary resignation during probation, if the employee has completed 15 to 30 days in the Employer Company, a 10 days' notice shall be served; in case of 30 to 45 days a 15 days' notice and for 45 to 90 days a 30 days' notice shall be served.

10.5 In case of termination where the employee has not completed more than 6 (six) months including the notice period will not be eligible to receive the experience and relieving letters.

11. **Handover:**

11.1 Upon the termination of this Employment Agreement for any reason, the Employee shall hand over charge to such person nominated for that purpose by the Employer Company and shall handover to such person all the data, files, documents and other property of the Employer Company as may be in his/her possession, custody, control or power, including but not limited to any phones, computers/ laptop, pen drives, hard-disks, data carrier, etc provided by the Employer Company.

12. **Intellectual Property:**

12.1 The Employee acknowledges that ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, presentations, ideas, scripts, campaigns, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or on behalf of or for the Employer Company by the Employee whether before execution of this Agreement or afterwards (the "**Intellectual Properties**") shall vest in the Employer Company at all times.

12.2 The Employee expressly agrees that all Intellectual Properties such created by the Employee shall be under a contract of service. In consideration of his/her employment with the Employer, the Employee hereby transfers and shall be deemed to have assigned in favour of the Employer, all rights, title and interest in and to all the Intellectual Properties, together with the rights to sublicense or transfer any and all rights

assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide and royalty free. The Employee agrees that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Employer does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee acknowledges and agrees that he shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. The Employee shall assist and cooperate with the Employer in perfecting the Employer's rights in the Intellectual Properties.

12.3 The Employee agrees to save and indemnify and keep saved and indemnified forever the Employer from any intellectual property infringement claims made by a prior Employer or a third party, which arises out of inclusion or usage of any third-party intellectual property in the designs or copy or creative made for or on behalf of the Employer or any intellectual property developed or created for the benefit of the Employer by the Employee. Such infringing intellectual property may include without limitation any intellectual property of (i) any former employer, (ii) any person for whom the Employee has performed or currently performing consulting services in independent capacity, or (iii) any other person to whom the Employee has a legal obligation regarding the use or disclosure of such intellectual property.

13. **Confidentiality:**

- 13.1 The Employee shall not during the continuation of this Employment Agreement or thereafter, divulge or make use of any trade secret or confidential information concerning the business of the Employer Company or any of its dealings, transactions and affairs or any information concerning any of its clients, vendors, or agents which the Employee possesses or comes into possession while in the employment of the Employer Company or which he/she may make or discover while in the service of the Employer Company and the Employee shall also use his/her best endeavour to prevent any other person from doing so. All data, documents, media plans, designs, drawings, presentations, processes photographs, reports, statements, correspondence, etc. and technical information, know-how and instructions as well as business details or commercial policies that pass to the Employee or which come to the Employee's knowledge shall be treated as confidential and the Employee shall be bound to keep secret all such confidential matters including papers and documents, computer floppies, CDs, Pendrives or other media containing the same and shall not disclose, communicate, reproduce or distribute the same or copies thereof to anyone except in the course of the rightful discharge of his/her duties as the Employee of the Employer Company.
- 13.2 The Employee shall not at any time hereafter in any way make known or divulge to any person, firm or body corporate any of the methods, systems or other information of any kind in relation to the affairs of the Employer Company whether such information is or was acquired by him before execution of this Agreement, in the course of his employment hereunder or otherwise.
- 13.3 The Employee shall not at any time hereafter disclose his/her salary to any individual working at the Employer Company, providing services as a vendor or any Third Party.
- 13.4 The Employee shall not disclose any information with other employees without proper discretion as information shared may be highly confidential.

14. **Non-Compete Clause:**

- 14.1 The Employee acknowledges that he/she is, in the course of his/her employment with the Employer Company, likely from time to time to obtain knowledge of trade secrets, Intellectual Properties and other confidential information of the Employer Company and its affiliates and to have dealings with the clients and vendors of the Employer Company. The Employee acknowledges the importance and commercial significance of the covenants under this clause. The Employee undertakes to the Employer Company that he/she shall not, for the duration of employment with the Employer Company, and for a period of two (2) years after the date on which he/she ceases to be employed by the Employer Company, either personally or through an agent, Organization or through a partnership or as a joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise except on behalf of the Employer Company, canvass or solicit business or custom for services similar to those being provided by the Employer Company from any Person who is a client or vendor of the Employer Company.

LETTER OF INTENT

Date: 25th February 2023

To Drashti Paronigar ,


Congratulations!

At the outset, it gives us immense pleasure to invite you to join Yangpoo Executive Education.

With reference to your application and subsequent meeting with us, we are pleased to offer you the role of "Marketing and Media Research Manager" based on the following terms and conditions:

1. Your annual Fixed CTC will be **INR 6,60,000/- (Rupees Six Lakhs Sixty Thousand only)** Including **Fixed CTC 3,60,000/-** And **Performance Based Variable up to 3,00,000/-**
2. In this capacity you shall report to **Business Head**, who will give you necessary instructions related to work.
3. Your date of joining is **1st March 2023**.
4. On reporting please ensure that you submit the copies of the following documents:
 - Education documents
 - Aadhar card
 - Pan card
 - Passport
 - Bank statement or passbook or cancelled cheque
5. The standard working days will be 6 days a week on a rotational basis. You will be expected to manage your work hours to achieve your goals for the defined period.
6. The work timings on any given day may extend based on the company's requirements
7. The company reserves the right to change the weekly off day and working hours at any time as per the exigencies of work
8. You will be initially be on probation for a period of 6 months from your date of joining. This will include initial training and Induction in Yangpoo Executive Education. During probation you will not be allowed to take any leave. Your employment with us will be governed by the Terms and Conditions of the Company.

The probation period of which may be further extended at the discretion of the company. After completion of the probation period, your appointment will be confirmed on the Company's Human Resource Management System (HRMS), subject to your satisfactory performance as per the company.

 Center Point A1, 201/202, 2nd Floor, NM Joshi Marg, Lower Parel Mumbai-400013 www.yangpoo.com



- a) During your tenure, you will be eligible for emoluments as per the offer letter subject to:
1. Minimum Talk Time of 120 minutes on every working day
 2. Punctuality and adherence to office hours
 3. Adherence to company rules and regulations
 4. Targets as decided by your Reporting Manager
- b) You will be eligible for performance linked variable incentives as per company policy
9. We are a pure sales & revenue driven company with a strong belief in people, process and profits. You are hence expected to follow protocol and best practices to achieve the targets given to you
10. Notice Period: Employees during probation will require to serve a month's notice (30 days) and after a completion of probation the notice period will be of 2 months (60 days) as per the management's decision. However, it must be noted that company has all the rights to terminate your employment on disciplinary and integrity grounds, in such a case company will be not be liable to pay you notice period pay and your termination shall be immediate. The company also reserves its legal right to terminate you immediately in case of any deviation and non-adherence to the company's policies and rules as communicated via this addendum. Also the company holds right to terminate you with immediate effect for any dishonest and malicious practices, involvement in criminal act (financial or non-financial) or non- performance for a pro-longed period.
11. You are required to utilize your own laptop and Android Smartphone. The specification towards Android smart phones should be 2GB or more than 2GB RAM and Android OS version greater than 6.0.0
12. Zero Tolerance Policy: The company has to zero tolerance policy towards consumption of alcohol and banned substances during working hours and within company premises. If anyone is found violating this policy, the company will immediately terminate the services of the employee and reserve the right to report the employee to the necessary authorities.
13. This offer is valid, subject to:
- a. You furnishing required documents as asked by the company at the time of joining
 - b. You furnishing documents as proof of your being relieved by your present employer
 - c. The company receiving satisfactory reference checks on your professional conduct

We trust that you find the above mentioned terms acceptable. Kindly indicate your agreement and accept this offer by signing a copy of this letter and returning it to the company.



We welcome you to our organization and look forward to a long and mutually beneficial relationship with you and the company.

Yours faithfully,
For Yangpoo Executive Education



Ishu Majithia
Human Resource

Accepted and Agreed

Name : Drashti Paronigar





Date: 24/01/2023

Mr. Jayraj Solanki
Virar West

Dear Jayraj,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **Video Editor** in our company on the following terms and conditions of service with effect from **Dated 24th January 2023.**

On appointment your services may be seconded to any group company.

Your consolidated Annual CTC will be 1,44,000 /- (**Rupees One lakhs Fourty Four Thousand Only**).

Your employment with the company is subject to the following terms and conditions.

1. During your employment with us:
 - You shall abide by the working hours and other rules and regulations, policies of the organization.
 - You shall devote your whole time and attention to your duties to promote the interest of our organization.
 - You shall always, whether during your employment with the company or thereafter, observe, secrecy regarding the affairs of the company and shall keep confidential all information or knowledge obtained by you, regarding the company's and client's affairs and its processes and activities.
 - You will inform us of any change in your residential address.
2. You will be on probation for a period of **6 months** from your date of joining the company and on satisfactory performance, you will be confirmed by the company in writing. The period of probation may be extended or curtailed by the management at its sole discretion based upon your performance. You will remain unconfirmed till receipt of a written confirmation.
3. On performance or disciplinary issue, company reserves the right to terminate services by giving **24 hours'** notice in writing.



Corporate Address : 2804, Spring Tower, G D Ambekar Marg, Dadar East, Mumbai 400014.

Registered Address : 602-A, Emgee Green Bldg., India Steel Comp, MTV Road, Wadala (East), Mumbai 400 037.

CIN : U74990MH2015PTC262304



4. During probation period of employment either party may terminate services by giving **2 to 4 weeks'** notice in writing, after confirmation not less than **2 months'** notice may be given, depending on the responsibility held by you. This notice may be given on any working day.
5. You will be required to sign a confidentiality agreement with respect to information and knowledge you will be privy to, as per Company's rules. You will also be required to indemnify the Company for the same.
6. You may have to work in shift as and when the company requires.
7. Any commitment on promotion, increment, incentive, or variable will not be valid unless it is documented & approved by HR or Director.
8. Training Cost- If you leave the Company for any reason within 12 months of the completion of any internal/external training or qualification which the Company has paid for, the Company will seek reimbursement of the cost as per the following structure:
 - 100% recovery if you leave within 6 months of completion of training.
 - 75% recovery if you leave within 9 months of completion of training.
 - 50% recovery if you leave within 12 months of completion of training.
9. You shall not, during the term of your employment with the Company, nor for a period of 12 months following your departure from the Company either directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, officer, or shareholder (or in a similar capacity or function) of another entity own or operate a business in competition with the business of the Company within the country where you have worked for the Company or contact any of the existing or prospective clients of the Company, to entice such clients away from the Company or to damage in any way their business relationship with Company.
10. You will be required to record your attendance at work in accordance with the company procedures.
11. You will be entitled to Leave in accordance with the rules formulated by the Company and any amendments thereto affected by management in its discretion from time to time.
12. The company at its discretion can decide to pay your monthly compensation through its own payroll or through its payroll partner for your initial period under probation.
13. You will be subject to all rules, procedures and policies formulated by the Company and any amendments thereto affected by management in its discretion from time to time. You will be expected to familiarize yourself with the content of these rules, procedures and policies, and any amendments thereto.



Events

Talent

Films



Corporate Address : 2804, Spring Tower, G D Ambekar Marg, Dadar East, Mumbai 400014

Registered Address : 602-A, Emgee Green Bldg., India Steel Comp, MTV Road, Wadala (East), Mumbai 400 037

CIN : U74990MH2015PTC262304

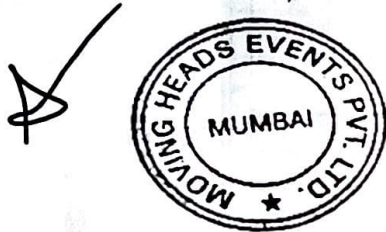


14. You will be retired on your attaining the age of 60 years.

15. Your conditions of employment are subject to the provisions of any applicable law by which the Company must abide by.

Yours faithfully,

For Moving Heads Events Private Limited,

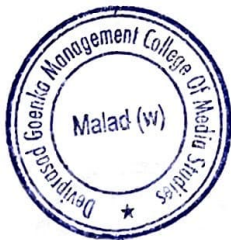


Acceptance:

I have received the copy of the letter of appointment, and I accept all the terms and conditions of the employment.

Managing Director

Employee name : Jayraj Solanki



Corporate Address : 2804, Spring Tower, G D Ambekar Marg, Dadar East, Mumbai 400014.

Registered Address : 602-A, Emgee Green Bldg., India Steel Comp, MTV Road, Wadala (East), Mumbai 400 037.

CIN : U74990MH2015PTC262304



MULTIVERSE NETWORK (OPC) PVT LTD

To,
Aditya Pednekar,
Re: Offer for employment

Dear Aditya,

On behalf of Multiverse Network (OPC) Pvt Ltd, we are very pleased to issue this offer letter for the position of **Creative Producer**. This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your Employment. This offer is subject to your acceptance of terms of the employment agreements referenced below.

Start Date and Salary

Unless we mutually agree otherwise in writing, you will commence your employment on (the "6- 04 -2023") at 10:00 am at our Mumbai office. Your salary will be as mentioned below in the letter, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes (if applicable). Your salary will compensate you for all hours worked, including payments for any overtime.

Probation (3 Months) : 30,000/- Per month

Post Probation-

Annual CTC : INR 4,20,000/-

**All the salary disbursements are subjected in accordance with government rules of TDS, ESIC, PF or any other compliance requirement.*

Company benefits

- Working hours are 10am to 6pm Monday to Friday
- Every Saturday and Sunday of the month is off.
- 1 days of paid holiday per month



+91 9111798490
+91 7987113279



info@collabx.in
mayank@collabx.in

MULTIVERSE NETWORK (OPC) PVT LTD

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written Company's Confidentiality, Noncompetition and Invention Assignment Agreement (the "NDA"). You are requested to note that NDA will significantly restrict your future flexibility in many ways. For example, you will be unable to reveal certain information for a period of upto 12 months after you leave the Company. Please review the NDA carefully and if appropriate, have your attorney review it as well.

It is understood that the first 3 months of employment constitutes a probationary period. During this time, the Employer exercises the right to terminate employment at any time without advanced notice.

If you wish to accept employment with the Company, please indicate so by signing this letter, and retain a copy of it for your files. This offer and all terms of employment stated in this letter will expire if you have not returned a signed copy of this letter by **Tomorrow**. We are very excited about you potentially joining the CollabX family. I hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let me know if I can answer any questions for you about any of the matters outlined in this letter.

Sincerely,
For and on behalf of **Multiverse Network (OPC) Pvt Ltd**

Mayank Mishra
COO (Collab X)



EMPLOYEE'S ACCEPTANCE
Signature

HR: INT:370

01st July 2022

Ms. Ayushi Khandelwal

Dear Ayushi,

INTERNSHIP

With reference to your request for Internship, we are pleased to offer Internship in our Company on following terms and conditions:

Duration : 01.07.2022 to 30.09.2022
Function / Location : Human Resources / Powai
Report to : Ms. Binita Sinha
Designation : Assistant General Manager-HR

You will be entitled the Stipend of Rs.15000/pm during the training period. You will have to make own arrangements for travel during the training period.

You will not be entitled to any kind of leave during the training period with us. The working hours will be as per the working of the concerned L&T Office.

This letter of offer will stand withdrawn in case you do not report for training on the specified date.

You will return the duplicate copy of this letter in token of acceptance of the above alongwith two copy of the stamp size photograph.

On the date of reporting for training, you have to report Ms. Niyata Rahalkar / Mr. Sachin Pol at L&T Realty, A M Naik Tower, L&T Campus, Gate No 3, Jogeshwari - Vikhroli-Link Road (JVLR), Powai, Mumbai 400072 at 08.25 a.m.



Yours faithfully,
for L&T Limited - Realty Division

Dr. B.V. Shanbhag
GM & Head - HR & CSR

Received and accepted

(Signature) 1/7/22
(Date)

Larsen & Toubro Limited
A. M. Naik Tower, 8th Floor, Gate No. 3, Jogeshwari - Vikhroli Link Road (JVLR),
Powai, Mumbai - 400 072, Maharashtra, INDIA.
Tel: +91 22 6705 8990 Fax: +91 22 6705 8903
CIN: L99999MH1946PLC004768

Registered Office:
L&T House, Narottam Morjee Marg,
Ballard Estate, Mumbai - 400 001,
Maharashtra, INDIA.

**FILMS BY FILMBUFFS LLP**

PLOT NO D-263, OFFICE 1903TTC, MIDC AREA, TURBHE, MAHARASHTRA - 400705

CONTACT

Sooraj Khanna
Producer
Films By Filmbuffs LLP
Email : filmsbyfilmbuffs@gmail.com
Phone : +91-8879820832

SUBJECT : APPOINTMENT LETTER**TO SUBHRADIP ROY**Date : 10th January , 2023

Dear Subhradip

This is with reference to your application for the job profile "Editor " and the subsequent discussions you had with us at the interview. We are pleased to inform you that your are hired for the job , as per our discussion your service will be used in multiple projects , you will not disclose project details or do any type of marketing without consent of the company .

Welcome on board , we are happy to have you , wishing you great journey with us.

Sincerely,
Sooraj Khanna

Producer / Founder ,

FILMS BY FILMBUFFS LLP

Dinesh
Prayapati

6/22/2020

https://udyogaadhaar.gov.in/UA/PrintAcknowledgement.aspx

भारत सरकार Govt. of India		सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES		MSME				
उद्योग आधार		UDYOG AADHAAR		Udyog Aadhaar				
D	Type of Enterprise	Micro	Small	Medium				
	Manufacturing	A	B	C				
	Services	D	E	F				
	UAM No	GJ01D0209132						
Udyog Aadhaar Registration Certificate								
Udyog Aadhaar Number		GJ01D0209132						
Name of Enterprise		D P PHOTOGRAPHY						
Location of Plant Details								
SN	Flat/Door/Block No.	Name of Premises/Building Village	Road/Street/ Lane	Area/Locality	City	Pin	State	District
1	G 12	ARYAMAN AWAS	RAMDEV NAGAR ROAD	SATELLITE	AHMEDABAD	380015	GUJARAT	AHMADABAD
Official Address of Enterprise		G 12 ARYAMAN AWAS, RAMDEV NAGAR ROAD, SATELLITE, AHMEDABAD 380015						
		District	AHMADABAD	State	GUJARAT	PIN	380015	
		Mobile No.	9099537274	Email	dpphotography2106@gmail.com			
Date of commencement		01/01/2017						
Major Activity		SERVICES						
Enterprise Type		Micro						
Previous Registration details-if any		::						
National Industry Classification Code								
SN	NIC 2 Digit		NIC 4 Digit		NIC 5 Digit Code	Activity Type		
1	59 - Motion picture, video and television programme production, sound recording and music publishing activities		5911 - Motion picture, video and television programme production activities		59112 - Video production	Services		
2	74 - Other professional, scientific and technical activities		7420 - Photographic activities		74202 - Photographic film processing	Services		
Acknowledgement		Date of Filing		22/06/2020	Date of Printing		22/06/2020	
Disclaimer: This is computer generated statement, no signature required Printed from udyogaadhaar.gov.in								
MyMsme Mobile App (Beta Version) is available now for download https://play.google.com/store/apps/details?id=msme.mysmsme								

PRINT

https://udyogaadhaar.gov.in/UA/PrintAcknowledgement.aspx

1/1

Couldn't preview file

There was a problem loading more pages. Retrying.





FILMS BY FILMBUFFS LLP

PLOT NO D-283, OFFICE : 603TTG, MIDC AREA, TURBHE, MAHARASHTRA - 400705

CONTACT

Sooraj Khanna
Producer
Films By Filmbuffs LLP
Email : filmsbyfilmbuffs@gmail.com
Phone : +91-8879820532

SUBJECT : APPOINTMENT LETTER

TO SOHOM GANGULY

Date : 10th January , 2023

Dear Sohom

This is with reference to your application for the job profile "Director of Photography " and the subsequent discussions you had with us at the interview. We are pleased to inform you that you are hired for the job , as per our discussion your service will be used in multiple projects , you will not disclose project details or do any type of marketing without consent of the company .

Welcome on board , we are happy to have you , wishing you great journey with us.

Sincerely,
Sooraj Khanna

Producer / Founder ,

FILMS BY FILMBUFFS LLP



EndemolShine India

Dated: 02nd November 2022

Yash Nemani, ("You/Your")
B2/902 Romell Aether
Vishweshwar nagar rd
Goregaon East- 400063

PAN No: BCZPN3942A

Sub: Contract of Consultancy ("Agreement")

Dear Yash,

1. Endemol India Pvt. Ltd. ("The Company") is pleased to offer You the position "LOGGER" for the project titled "BIGG BOSS MARATHI S4" (hereinafter referred to as the "Project") from 13th September 2022 ("Effective Date") and shall continue till 08th January 2023 ("Term") for the services as customarily rendered in the film and television industry. You shall be paid an amount INR 8,000/- (Eight Thousand Only) per month, inclusive of all taxes/duties and conveyance ("Fees") plus GST (if applicable) the sufficiency of which is duly acknowledged. For the days You do not render Services, the Fees will be deducted on a *pro-rata* basis. The payment of Fees is inclusive of all payments to be made to You and the Company shall not be liable to bear or pay any additional amounts for the Services rendered by You under this Agreement. Any travel, lodging or boarding required for the purpose of rendering Services as may be intimated by the Company shall be provided as per the Company's policy.
2. This Agreement shall become effective from Effective Date and shall continue in full force till end of Term unless extended by The Company in writing (email permitted), subject to termination provisions as per the terms of the Agreement. The Company shall be entitled to renew this Agreement or enter into a new agreement for such period and upon such terms and conditions as will be decided at that point in time by The Company.
3. The payment of your Fees will be made around the 15th day of subsequent month of you rendering Services, post confirmation & submission of your approved tax invoice. You will exclusively be responsible for payment of all taxes. The Company shall withhold all applicable taxes as required under applicable law from any amounts paid or payable to you pursuant to your Agreement. All payments made to you by The Company shall be net of any applicable withholding taxes.
4. During the Term, your Services could be considered for any other projects or roles within The Company, which you are expected to adhere to without any changes in your Fees for the Project.
5. At all times during the Term, You shall procure that any payments, goods, gifts, benefits, entertainment, transfers or any other consideration ("Payment") offered or given to third parties by You or any of Your team members in connection with the Agreement, comply with all applicable laws, regulations, governmental rules, guidelines and codes relating to bribery and corruption, including the U.S. Foreign Corrupt Practices Act, United Nations Convention against Corruption and the UK Bribery Act 2010.
6. You shall neither during the Term, nor at any time after its termination or expiry, directly or indirectly: (a) use for your own purposes or those of any other person, company, business entity or other organization whatsoever, or (b) disclose to any person, company, business entity or other organization whatsoever, any confidential information relating or belonging to the Company (including its corporate parent, subsidiaries, investments, and affiliates), and including but not limited to information relating to analysis, projections, business plans, transactions, strategic information, marketing plans, clients, client lists, candidates, candidate lists, marketing and sales information, designs, services, research activities, source codes, software, intellectual property, trademark or patent applications, discoveries, ideas, concepts, know-how, techniques, processes, procedures, designs, specifications, proposals, requests for proposals, proposed products, and any other technical, financial or business information or any document marked 'Confidential' (or with similar expression), or any information which you have been told is confidential or which you might reasonably expect The Company to regard as confidential. Disclosure of any confidential information shall result into stern action by The Company including but not limited to termination of the Agreement and/or you being liable to pay to The Company reasonable damages ("Damages") as determined by the Company.
7. Ownership of Intellectual Property Rights:
 - 7.1. All works and product of Services developed by you during the Term ("Works") shall at all times constitute and shall be deemed to constitute works-made-for-hire / commissioned works developed at the instance of The Company in accordance with The Indian Copyright Act, 1957 under a 'contract of service' as per Section 17 (b) and (c) of the Indian Copyrights Act, 1957 and The Company shall be the first and exclusive owner of all rights including but not limited to Intellectual Property Rights and copyright in the Works for all purposes, for the entire Territory and in perpetuity. The Company, as first and exclusive owner, shall have the sole and exclusive right to exercise all rights comprised in copyright in the Works in accordance with Section 14 (1) (a) of the Indian Copyright Act, 1957 or any other equivalent provision thereof. You further acknowledge that The Company shall be the sole and exclusive owner of derivative rights and shall have the sole and exclusive right to produce derivative works based on the Works. You acknowledge that The Company is/shall be the first and exclusive owner of all intellectual property rights including copyrights in the Works, in the entire territory of the world and in perpetuity.

Endemol India Pvt. Ltd.
12th Floor, Hallmark Business
Plaza, Sant Dnyaneshwar Marg,
Bandra (E), Mumbai 400 051,
Maharashtra, India
+91 (0)22 4216 4000
endemolshine.co.in

Endemol India Pvt. Ltd.
Registered office: Endemol India Pvt. Ltd., 12th Floor, Hallmark Business Plaza, Sant Dnyaneshwar Marg, Bandra (E), Mumbai 400 051, India
CIN No. U92100MH2006PTC158644

C4365

- You represent, warrant and undertake that You:
are a major and have the capacity and authority to execute this Agreement;
are not subject to any conflicting obligation or disability under any other agreement which will prevent or interfere with the due execution and performance of Services and obligations under this Agreement;
shall render Services to the best of your skill and ability and in accordance with the timelines given by the Company.
During the Term, You shall fully and promptly observe and comply with such regulations, instructions or requirements as may from time to time, consistent with the terms of this Agreement, be given or made known to You by the Company. You shall also comply and abide by the travel, boarding and lodging provisions without any demur which shall be provided to You by The Company as per the Company's policy.
- 8.4. shall ensure that due care is given to the Company's property and equipment in Your direct care and control. Any loss or damage to such equipment attributable solely to You must be recorded in writing, which must be handed to the Company and/or its authorized representative.
- 8.5. shall not use derogatory remarks directly or indirectly for the Company, its associates, representatives, technicians or any person connected with the Project.
- 8.6. shall always maintain in good condition the Company's assets and properties which may be given to You for official use which shall be returned to the Company immediately on expiry or termination of the Agreement or in the event Your Services have been suspended.
- 8.7. shall not misrepresent the Producer and shall not make any commitments, whether financial or other on behalf of the Company, without the prior written authorization of the Company.
- 8.8. are not a government official who has any connection with any matter related to any aspect of this Agreement or is closely connected with, or related to, any such government official.
- 8.9. Shall ensure full compliance with applicable law in India or in the country where You are rendering the Services.
- 8.10. Without The Company's prior written approval, You are prohibited from making any Facilitating Payment or providing any Business Courtesy in connection with this Agreement or on behalf of The Company. A "Facilitating Payment" is a small value payment made to a Government Official to expedite or secure the performance of routine, or non-discretionary, governmental action, which is ordinarily and commonly performed by a Government Official. A "Business Courtesy" is any benefit provided to anyone outside of The Company free of charge or at a charge less than market value, including but not limited to any gift, payment of travel, meals or lodging expense, entertainment, or offer of employment.
- 8.11. Not at any point do any act which shall be in contravention to the provisions of the Prevention of Sexual Harassment Act, 2013 and/or the Indian Penal Code, 1860 and/or the Narcotic Drugs and Psychotropic Substances Act, 1985 (collectively referred to as "Acts"). Further You understand and acknowledge that in the event any proceedings are initiated against You under any of the aforementioned Acts, the same shall entitle the Company to terminate Your employment with the Company.
- 8.12. You are mandated to follow all rules, regulations and protocols set against fighting COVID-19 Pandemic on all work premises of The Company as described on <https://www.maharashtra.gov.in/>.
- 8.13. You will not make, offer, authorize, or promise to make, or receive or accept, any payment or transfer of anything of value during the course of Your performance under this Agreement:
- 8.14. to or from any officer, employee or representative of any actual or potential customer of The Company or any of its affiliates; or to or from any officer or employee of The Company or any of its affiliates; or to or from any other person or entity, if any payment or transfer described in this paragraph would violate the laws of the country in which it is made, the laws of the United States of America (including the United States Foreign Corrupt Practices Act of 1977, as amended), the laws of India or other applicable anti-corruption laws, including the UK Bribery Act 2010
- 8.15. The Company may terminate this Agreement by giving a 15 (fifteen) day notice in writing (emails allowed) in the event of a non-performance or breach of the Services, representations, warranties, undertakings and obligations and failure to remedy the same within 15 (fifteen) days; or (ii) any act which amounts to a criminal offence punishable under any law for the time being in force; or (iii) any act committed which amounts to sexual harassment under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Notwithstanding anything contained in this Agreement, The Company shall also be entitled to terminate this Agreement immediately without notice and without giving any reasons. You may terminate the Agreement by giving a 15 (fifteen) day prior written notice to the Company.
9. Consequences of Termination:
- 10.1. You shall return all Works and all materials and all other properties, documents, including but not limited to laptop(s), cellular phone(s), keys or credit card whatsoever which may be in Your possession or under Your control relating to the Program immediately without any demur or protest in the same condition as when provided to you. In an event, You fail to return any material completely or return with any damage caused to such material within 3 (three) days from the date of termination, The Company shall reserve the right to adjust such cost of such 'not returned' material against Your full and final payment.
- 10.2. You shall do a handover in accordance with the instructions of the Company and shall execute all documents as will be required by the Company at the time of Your exit without any demur or protest.
- 10.3. Subject to compliance of clause 10.1 and 10.2 to the satisfaction of the Company, the Company shall pay the Fees on a pro rata basis to you. However, notwithstanding the foregoing, in the event the Agreement is terminated for any reason attributable to You, You shall not be entitled to any further monies including Fees. In such an event of termination, any advance monies if paid by the Company to You shall be refunded immediately but no later than 3 days from date of termination.
- 10.4. You shall modify Your social media profiles such as LinkedIn etc., to reflect that You are no longer associated with the Company.


You shall strictly comply with Your obligations which by its nature are intended to survive.

You agree and acknowledge that breach of any of the provisions contained in this Agreement shall cause irreparable harm, injury and prejudice to The Company which shall not be capable of being compensated in terms of money. The Company shall, in addition to and without prejudice to The Company's rights and remedies at law and equity, be liable to seek reliefs in terms of injunctive reliefs and/or specific performance in respect of any breach by You of the terms and conditions of this Agreement.

12. You shall be a registered member of your respective association. The Company shall not be liable towards any issues arising out of your non enrollment with the associations. You shall also bear the membership fees with these organizations and any fines imposed on the Company due to you not holding an association membership. The Company reserves the right to terminate this Agreement, in case it is found that you are not a member of the said association.
13. Indemnification:
- 13.1. You shall defend, indemnify and hold harmless the Company, its assignees, representatives, agents harmless from and against any and all losses, claims, liabilities, judgments and other matters, arising out of and/or in connection with breach of any of terms of this Agreement.
14. This Agreement is governed and construed in accordance with Indian Laws. The courts of Mumbai shall have exclusive jurisdiction to try and entertain any disputes arising out of this Agreement.
15. Company shall be entitled to assign or license any or all of its rights and/or benefits under this Agreement to any third party. You shall not be entitled to delegate, assign or license any or all of his rights and/or benefits under this Agreement to any third party.
16. The failure of the Company to enforce at any time any of the provisions of this Agreement shall not be construed to be a waiver of such right, power, privilege or remedy or as a waiver of any preceding or succeeding breach by You to this Agreement nor shall any single or partial exercise of any right, power, privilege or remedy preclude any other or further exercise of such or any other right, power, privilege or remedy provided in this Agreement all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to the Company at law or in equity.
17. If due to any COVID related issues and/or an event of Force Majeure i.e. an event beyond the Your or The Company's reasonable control (e.g., your death, incapacity or disability or any "above-the-line" personnel in the Project, an act of God, war, riot, act of terrorism, civil commotion, damage, fire, flood, or storm, pandemic, epidemic, labor dispute, strike, lockdown or lockout, any Central or State government restrictions, or other similar event) that, as determined by The Company in its reasonable good faith discretion, (i) causes an interruption or suspension of or materially hinders, interferes with or delays Your timely performance of the Services (or part thereof) in accordance with this Agreement or any of Your obligations hereunder, or (ii) interferes with The Company's ability to perform its obligations hereunder including payment obligations, the Company shall be entitled to either suspend your Agreement for those specific number of days as deemed fit by The Company or terminate the Agreement. In the event of suspension of the Agreement, the Company shall have the right to alter / modify or not pay your Fees as per the Company's sole discretion for the period of such suspension. Further, in the event of termination of the Agreement, the Company shall pay you Fees which is due and payable on a *pro rata* basis. All decisions taken by the Company in this regard shall be final and binding on you and you agree and acknowledge that you shall not raise any claims on the Company.
18. While the Company shall take precautionary measures and observe the applicable guidelines of the government, in the event You or any person associated with You contracts COVID-19 or induces any harm or injury due to Your acts or omissions or the acts or omissions of the persons associated with You, without any default of the Company, the Company shall not be held liable for such contraction of COVID-19, harm or injury.

We are delighted by the prospects of your joining and I very much look forward to working with you. Kindly endorse your acceptance by placing your signature in the space provided below.

Yours sincerely,
For Endemol India Private Limited


Fiona Machado
AVP – HR & Administration



I Accept

(_____)
Yash Nemani

Date: 13th Nov 2022

TO WHOM IT MAY CONCERN

This is to certify that Mr. Shubham Konojya has successfully completed her internship from 11th June 2022 as an Intern - Client Services.

During his tenure with us we found her sincere and hardworking.

We wish her all the best for her future endeavors.

For,
Eggfirst Advertising and Design Pvt. Ltd.
Ravikant Banka
Founder & managing Director



eggfirst building beliefs

04th March, 2023.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Krishna Yadav** worked as an 'Intern' in our organization in the **MD-Editorial Department** at our **Corporate office** from the **16th January,2023** to the **04th March,2023**.

For Mid-Day Infomeia Ltd.



Shree Agarwal
Head – Human Resources

To,
Jimit Bhavsar
jimit9057@gmail.com

INTERNSHIP OFFER LETTER

Dear Jimit,

Cannibals Media is pleased to offer you a technical and experience-based internship opportunity as a Social Media Marketing Intern. You will be reporting to the assigned person via Work-From-Home basis.

You will be receiving academic credit along with a stipend of Rs. 3000 per month. The stipend is variable based on the number of live reviews you receive. For every live review, you get paid between 5-10 rupees. Interns do not receive any benefits as an employee to the firm in any manner.

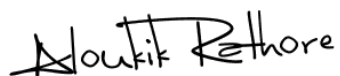
For this position, your major duties include posting reviews on Google My Business listings based on the topics assigned and drafting the necessary content as required. You have to match a daily target of posting a minimum of 15 reviews. Your assignment will conclude on a notice basis. A certificate will be provided at the successful completion of the internship. Your internship will complete within one month, where it is mandatory to work at least six days a week.

Please review and confirm via mail for the acceptance as soon as possible.

Sincerely,

Aloukik Rathore

Director, Cannibals Media



Hi Its a pleasure to appoint Ms Kalyani Math as Full time Graphic designer at **Happy Kidz**.

Work mode- Hybrid

Working hours- 10.00 to 6.30

Working days- Monday to Saturday.

State and national holidays would be non working days

Notice period: 30 days. This wont be applicable in probation period.

Initial 45 days would be probation after which we can confirm final induction. Duty: complete spectrum of graphic design requirements.

Salary: 3 lakhs Per annum.

Deductions: Taxes if applicable.

After completion of 1 year, you would be entitled to 1 year Diwali bonus and 18 days paid leave Salary payable between 1-5 of next month.

Date of Joining- 1/7/24



FSN Brands Marketing Private Limited

Date: 09-Sep-2024

Mrunali Haresh Sakhale

Mumbai T2

Sub: Letter of Intent

Dear Mrunali,

With reference to your application and subsequent interviews, we are pleased to offer you the position of **“Beauty Advisor - In-Store Ops”** at **Mumbai T2** in our organization. We look forward to your joining on or before **16-Sep-2024**. Please refer to the attached **annexure** for a detailed break-up of your Compensation & Benefits.

This offer is contingent to submission and verification of all employment documents, satisfactory completion of reference checks/background.

This offer is valid for a period of 3 days from the date of issue and shall lapse automatically unless you confirm your acceptance for the same. Please revert with an acceptance of the offer and please feel free to contact for any further queries. Basis your acceptance of the offer and completion of joining formalities, you will be issued a detailed appointment letter.

The DOJ mentioned in the offer letter is contingent on -

- i. The candidate's profile getting approved on the system at least two days prior to the said DOJ.
- ii. In case of a delay in achieving the same, the DOJ will be shifted accordingly from the date of approval of the profile on the system and the updated DOJ will be conveyed by the HRBP.
- iii. Please note that profile submission does not ensure profile approval.

The candidate acknowledges, understands and accepts that if for any reason whatsoever, the candidate fails to join the Company on the date mentioned in this clause, the Company shall be entitled, at its sole discretion to withdraw the offer of employment. The candidate hereby undertakes and releases the Company from any and all claims for such withdrawal of employment by the Company.

Best regards,

For FSN Brands Marketing Private Limited

**SUSHANT
NARENDRA
DESHMUKH**
Digitally signed by
SUSHANT NARENDRA
DESHMUKH
Adobe Acrobat
version:
2024.003.20054

Sushant Narendra Deshmukh
Assistant Vice President – People & Culture



FSN Brands Marketing Private Limited

Name:	Mrunali Haresh Sakhale	
Designation:	Beauty Advisor	
Grade:	4B	
Function:	In-Store Ops	
	Per Month (INR)	Per Annum (INR)
Components (A)	27,000	324,000
Basic Salary	15,000	180,000
House Rent Allowance (% of Basic)	7,500	90,000
Special Allowance	4,500	54,000
Retirals (B)		
Employer's contribution to PF	1,800	21,600
TOTAL FIXED PAY (C) = (A+B)	28,800	345,600
Gratuity \$	722	8,658
Group Medclaim Coverage @	524	6,291
Group Personal Accident Insurance @	20	240
Total Fixed Rewards (C+D)	30,066	360,789
Total Cost to Company – (G)		360,789
Notes:		
<ol style="list-style-type: none">1. Reimbursement & allowances are as per the defined grades, eligibility and company policy from time to time.2. All applicable taxes will be deducted at source as per prevailing law.3. \$ - Gratuity amount reflects notional annualized value. Actual amount will be payable as per the Payment of the Gratuity Act 19524. Insurance Benefits: value of current benefits available to you as per current company policy. Please note this is a notional amount and does not signify any guaranteed commitment from the Company.5. @ - Group Medclaim coverage & Group Personal Accident insurance is at the company level premium amount per life per annum.6. # This is inclusive of any statutory bonus if applicable under law from time to time.7. You will be governed by applicable company policies/guidelines as per your grade /designation/role and are required to keep yourself updated through company HR portal/communications from time to time.		

For FSN Brands Marketing Private Limited

SUSHANT
NARENDRA
DESHMUKH

Digitally signed by
SUSHANT NARENDRA
DESHMUKH
Adobe Acrobat
version:
2024.003.20054

Sushant Narendra Deshmukh
Assistant Vice President – People & Culture