



RSET's

Deviprasad Goenka
management college of media studies

INDIA'S PREMIER MEDIA SCHOOL



Student
HANDBOOK
2024-2025

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The Guidelines

This Handbook provides information about program architecture, rules, regulations and guidelines at DGMC. Institute reserves the right to modify any part of this document any time during the years for which this handbook is valid and all such changes in this document and consequently in the relevant rules shall be binding on the student. It is expected that the guidelines are read very carefully and adhered to build up the spirit of partnership and trust with the institute.

Student Handbook Committee (AY 2024-2025)

Chairperson	Nilanksha Sachdev
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	Divya Narang
	Deveeka Shetty
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About RSET

RSET is a registered public charitable trust established in 1948 at Malad, Mumbai. It began its foray into education with just three girl students, and today boasts of an all-inclusive campus that sprawls across two acres of land with a well-equipped playground. With the aim of promoting various educational, charitable and social activities, the trust has pioneered in providing educational opportunities to various sections of society.

The trust also provides financial assistance to those in need to gain medical assistance with the help of Trivenidevi Deora Chikitsa Sahayata Kosh, as well as, offers freeship and scholarship to meritorious students and those who have a financial need to pursue their education. As a result, during the last seven decades and more, the Trust has played a vital role in promoting and providing better education from primary to post graduation in the fields of Commerce, Management, Information Technology and Media Studies. Currently, over 16,000 students are being educated in various educational institutions run by the Trust.

About DGMC

Deviprasad Goenka Management College of Media Studies (DGMC), established in 2014, is a premier media and communications institute, supported by its parent body RSET. DGMC provides courses on Communication and Filmmaking at undergraduate and postgraduate levels such as Bachelor of Multimedia and Mass Communication (BAMMC), Bachelors of Film Television and New Media Production (BAFTNMP), Masters of Arts in Journalism and Mass Communication (MA J&MC)), Masters of Arts in Mass Communication Film Television and New Media (MA MCFTNM) and Postgraduate Programs (PGP) in various verticals like Integrated Marketing, Advertising and Communications & Event Management and other Certificate Courses.

Vision

- ▶ To promote creativity and entrepreneurship through pedagogy in the kaleidoscopic world of media and communications.
- ▶ To encourage an interdisciplinary approach to understanding media and communications, locally and globally.
- ▶ To stress on the importance of imparting social responsibility and high moral and ethical values among students.

Mission

- ▶ To create a pedagogical milestone by nurturing scholastic abilities in the arena of teaching, learning and research.
- ▶ To be a beacon for all in the field of media and communications by creating a rich and an intellectually challenging academic environment.
- ▶ To train young professionals by inculcating sensitivity, encouraging intersectional approaches to media and management and diversifying entrepreneurial visions with the help of industry experts.

Infrastructure @ DGMC

The state-of-the-art campus of DGMC is modern and conforms to the demands of the media industry. The classrooms are air-conditioned with LCD projectors, including online learning facility. The facilities create an academic ambience.

Shooting Studio: DGMC offers a state-of-the-art shooting studio equipped with Kino lights, D4R Lights, SOP Boxes, EI Tripod, Flycam DSLR Body Vest, Track Trolleys, a Mini-jib, Chroma-key backgrounds and latest digital cameras with 18-55mm, 24-70mm and 16-35 lenses. The shooting studio in DGMC is a hub of activity where students explore their creative potential, learn and experiment with newer methods of filmmaking. Several industry experts guide the students in the craft of filmmaking using the best of shooting equipment. Students pursuing video production are given this space to try out their ideas as well as practice and perfect the basics.

Production Control Room: The Production Control room (PCR) or studio control room (SCR) is the place in a television studio in which the composition of the outgoing program takes place. PCR is the technical hub of a broadcast operation common among most over-the-air television stations and television networks. PCR in studios is where activities such as switching from camera to camera are coordinated.

iMac Computer Lab: The entire Computer Lab is powered by premium Apple iMac workstations, equipped with the latest photo and video-editing software, like FCP, Adobe Creative Suites, and other relevant software, which ensures a smooth workflow and teaching-learning experience. The lab has a truly international environment, where learning is infused with inspiration and professionalism comes as a second character.

Colour Grading Lab: The Colour Grading Lab encompasses both colour correction and the generation of artistic colour effects. Smoke video editing and effects software is designed for video editors who need to do more than just edit. By integrating a familiar timeline workflow and node-based compositing, Smoke connects editing and effects, with finishing tools for 3D compositing, colour correction, and motion graphics.

Sound Innovation Lab: The DGMC Sound Innovation Lab provides the best of sound recording and designing equipment for Mixing and Editing, mastering, arranging, Sound design and contemporary music production, ADR and Voice over recording, Audio Postproduction for short films, documentaries, Ad films, etc. Professionals from the film and television industry mentor and guide the students. The lab is well equipped with the latest industry standard hardware and software such as Pro Tools, Cubase, LogicPro X and Nuendo. All film making and sound engineering students have access to the Sound Innovation Lab, where they can learn and practice to hone their skills.

Smart Classrooms: The 60-seater acoustically built Seminar Hall named after its donor Shri. Madhoprasad Saraf, enables Hi-Tech Learning and knowledge sharing as well as doubles up as a conclave setting.

Learning Resource Centre: The library (Smt. Prabhdevi Banwarilal Saraf Library) at DGMC has an exclusive and exhaustive range of books on Media and Advertising, periodicals, journals, magazines and DVDs on curricular as well as co-curricular topics. This helps students grasp that additional bit of knowledge that will put them ahead of the rest. The Resource Centre has more than 3661 books, 43 journals and periodicals and 134 Audio visuals. The Learning Resource Automation is done with the help of KOHA software and a bar-code system.

Programs @ DGMC

BA in Multimedia and Mass Communication (BAMMC) as per the New Education Policy 2020

Duration of the Program: 3 Years/4 years with Honors

BA in Multimedia and Mass Communication (BAMMC) is a course designed to provide students with a firm grounding in communication skills. It aims to develop an ability for critical thinking and creativity and to give the students an opportunity to combine the theoretical curriculum with practical applications, through detailed research, lucid writing skills, oral presentation skills and a mastery of various mass communications media in our global information age.

Program Objective:

BAMMC is considered as one of the most sought after course. This degree programme prepares the students in carving a career in various sectors of the media. Further, the course also nurtures the creative skills of the students.

- BA in Multimedia and Mass Communication (BAMMC) provides the students with a perfect blend of theoretical programme and practical applications.
- The course includes thorough comprehensive research, logical writing skills, verbal presentation skills and a thorough knowledge of several mass media of this information age.

BA in Film Television New Media Production (BA FTNMP) as per the New Education Policy 2020

Duration of the Program: 3 years / 4 years with Honors

Bachelor of Arts in Film, Television and New Media Production is a University of Mumbai recognized course and has been developed especially to cater to the changing needs of the global media and entertainment industry. The program is devised to prepare students in film, television and new media content production. The program deals first with TV & Film Direction, Sound Designing and VFX, art, graphic design and writing for media. It takes the students through the entire production process pipeline regarding content creation, providing the students with insight into the correlation between content creation and media business. DGMC is one of the leading colleges offering the BA FTNMP course in Mumbai.

Program Objective:

- Po1:** To prepare students in the production aspects of Film Television & New Media, as required by the present media environment all across the globe.
- Po2:** To empower the students in the production & managerial aspects of the media business with due emphasis on latest production techniques, along with marketing and branding management of various media products and associated services.
- Po3:** To develop creative temperament and mind-set needed in the content production segment of the media industry.
- Po4:** To inculcate competencies thereby enabling to undertake professional work.
- Po5:** To take the students through the entire pipeline of production process with regards to the content creation for various media pads, providing the students an insight in to the correlation that exists between content creation and associated commercial aspects of media business.

MA in Mass Communication - Film Television & New Media (MA - (MC-FTNM))

Duration of the Program: 2 Years

MA in Film Television New Media Production is a 2 year long postgraduate course. It is generally studied by the candidates who want to know about the history of Indian art of Filmmaking, Sound, Cinematography, Post Production and VFX, New media Theory and Practices and world cinema. Most importantly, MA FTNMP candidates will be trained to critically analyse a cinematic piece through different aspects.

Program Objective:

- Po1:** To prepare students in the production aspects of Film Television & New Media, as required by the present media environment all across the globe.
- Po2:** To empower the students in the production & managerial aspects of the media business with due emphasis on latest production techniques, along with marketing and branding management of various media products and associated services.
- Po3:** To develop creative temperament and mindset needed in the content production segment of the media industry.
- Po4:** To inculcate competencies thereby enabling to undertake professional work. 5. To provide an active industry interface by way of co-learning.
- Po5:** To take the students through the entire pipeline of the production process with regards to the content creation for various media pads, providing the students an insight in to the correlation that exists between content creation and associated commercial aspects of media

MA in Journalism & Mass Communication (MA - J&MC)

Duration of the Program: 2 Years

MACJ is a 2 year-duration degree programme for candidates who wish to build their career in the field of journalism, mass communication, advertising, film and public relation. Post successful completion of the course, candidates will be able to develop and refine their skills of gathering, transmitting, and delivering information to a large audience.

Program Objective:

- Po1:** The Communication and Media Studies major prepares students for a wide variety of careers in business and industry, advertising, public relations and journalism, or advanced study.
- Po2:** Students would demonstrate the ability to apply theoretical principles in a variety of creative, cinematic, organizational, professional and journalistic venues.
- Po3:** Students will find mass media as an array of interrelated forces like historical foundations, regulatory constraints, economical changes, technological advancements, and ethical issues.
- Po4:** Students would develop a global awareness of political, social and corporate matters. Learners will acquire the knowledge and skills required to pursue a career in the specialization of their choice.
- Po5:** This program will also give them an improved sense of self-confidence and self- efficacy and an awareness of their responsibilities as professionals in their field.

Program Architecture

BA MMC – Affiliated to University of Mumbai

Bachelor of Arts

Multimedia and Mass Communication (BA-MMC)

Program Objective:

- Po1:** The program considers media industries and their relationship to culture and society, and the understanding of how communication works. The program emphasizes the development of critical thinking, professional writing skills and effective oral communication.
- Po2:** To empower the students in the production & managerial aspects of the media business with due emphasis on latest production techniques, along with marketing and branding management of various media products and associated services.
- Po3:** To develop creative temperament and mind-set needed in the content production segment of the media industry.
- Po4:** To inculcate competencies thereby enabling to undertake professional work.
- Po5:** To provide an active industry interface by way of co-learning.
- Po6:** To take the students through the entire pipeline of production process with regards to the content creation for various media pads, providing the students an insight in to the correlation that exists between content creation and associated commercial aspects of media business.

Duration of the Program: 3 Years/4 years with Honors

Program Architecture: FYBAMMC - as per NEP 2020

3) Credit Structure of the Program (Sem I, II, III & IV) (Table as per Parishisht 2 with sign of HOD and Dean)

Under Graduate Certificate in MULTIMEDIA AND MASS COMMUNICATION

R: _____ A										
Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum. Cr.
		Mandatory	Electives							
4.5	I	1.Evolution of Communication (2 cr) 2.Fundamentals of Mass Communication (2 cr) 3.Contemporary Affairs (2cr)		-	Stress Management Environment Education	VSC – 2 Visual Communication SEC – 2 Introduction to Computers	AEC: 2 Communication Skills in English - 1 VEC: 2 Foundation of Behavioral Skills- Basic Level IKS: 2 Indian Knowledge System Series (Generic) – I	CC:2	22	UG Certificate 44

R: _____ B										
Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum. Cr.
		Mandatory	Electives							
4.5	II	1. Overview of Print production 2. Basics of Radio & Television 3. Introduction to New Media		History of Media	Introduction to Marketing Leadership Management	Translation Skills VSC:2, Introduction to Computers - II SEC:2	AEC: (2 cr) Communication Skills in English - 2 VEC:2 To be given by Mumbai University	CC:2	22	UG Certificate 44
	Cum Cr.	12	-	2	8	4+4	4+4+2	4	44	

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project]



Bachelor of Arts

in Film Television New Media Production (BA-FTNMP)

Program Objective:

- Po1: To prepare students in the production aspects of Film Television & New Media, as required by the present media environment all across the globe.
- Po2: The Communication and Media Studies major prepares students for a wide variety of careers in business and industry, advertising, public relations and journalism, or advanced study.
- Po3: This program will equip the learners with professional skills essential for making a career in the Entertainment industry, Cinema, Television, OTT Platforms, social media platforms etc.
- Po4: Students would demonstrate the ability to apply rhetorical principles in a variety of creative, cinematic, organizational, professional and journalistic venues.
- Po5: Learners would develop a global awareness of political, social and corporate issues influenced by communication sensitivity and skills.
- Po6: Learners will understand mass media as a system of interrelated forces, including historical foundations, technological advances, economic dynamics, regulatory constraints, and ethical concerns.

Duration of the Program: 3 Years

Program Architecture:

5) Credit Structure of the Program (Sem I, II)

Under Graduate Certificate in Film, Television and New Media Production

R: _____ A									
Level	Semester	Major	Minor	OE	VSC, SEC	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum. Cr.
4.5	I	Fundamentals of Film Theory & Appreciation (4 Credits) Creative Writing (2 Credits)	-	Stress Management Indian Short Stories	<u>VSC</u> Graphic Design (2 Credits) <u>SEC</u> Basics of Photography (2 Credits)	<u>AEC:</u> Communication Skills in English - 1 <u>VEC:</u> Foundation of Behavioral Skills- Basic Level <u>IKS:</u> Indian Knowledge System Series (Generic) - I	CC:2	22	UG Certificate 44

R: _____ B									
Level	Semester	Major	Minor	OE	VSC, SEC	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum. Cr.
4.5	II	Introduction History of Post Non-Fiction Films (2 Credits) Practical Film Making (Documentaries / Non-Fiction Films) (4 Credits)	Importa nce of Sound & SFX	Introduction to Marketing Leadership Management	<u>VSC</u> Basics of Post Production (2 Credits) <u>SEC</u> Basics of Cinemat ography - I (2 Credits)	<u>AEC:</u> Communicati on Skills in English – 2 <u>VEC:</u> To be given by Mumbai University	CC:2	22	
	Cum Cr.	12	2	8	4 + 4	4 + 4 + 2	4	44	



Master of Arts

in Journalism & Mass Communication Program(MA-J & MC)

MA (Journalism & Mass Communication) is a 2 years postgraduate full time program. It is generally studied by the learner who wants to know about the Communication Studies, Journalism Studies, Production for the Audio-Visual media, Digital Media Marketing, Introduction to Interpersonal Communication, Writing for the Media Part 1 and 2, etc. Most importantly, an MAJ&MC learner will be trained to critically analyze and understand the world of Communication, Media & Journalism.

Program Objective:

- Po1:** Acquire theoretical understanding of the various phenomena arising out of content creation and dissemination across communication, journalism, media technologies and audiences.
- Po2:** Critically evaluates, in terms of the ethics and aesthetics, the range of activities involving creators to users/consumers of content.
- Po3:** Explore and understand the economics of content creation and dissemination across media technologies and audiences.
- Po4:** Take a review of research of the various phenomena involving content creation and dissemination.
- Po5:** Explore, understand and acquire knowledge and skill in the range of activities involving communication, media and journalism.
- Po6:** This program will also give them an improved sense of self-confidence and self- efficacy and an awareness of their responsibilities as professionals in their field.

Duration of the Program: 2 Years

Program Architecture:

SEMESTER I				
Sno.	Subjects			
	Mandatory	Credits	Elective	Credits
1	Course 1: Communication Studies	4	Course 1: Production for the Print Media OR Course 2: Preparing a Public Relations Campaign	
2	Course 2: Journalism Studies	4		
3	Course 3: Media Management and Economics	4		
4	Course 4: Writing for the Media- 1	2		

SEMESTER II				
Sno.	Subjects			
	Mandatory	Credits	Elective	Credits
1	Course 1: Audience Studies	4	Course 1: Production for the audio-visual media OR Course 2: Preparing an Advertising Campaign	4
2	Course 2: Entertainment Studies	4		
3	Course 3: Strategic Communication	4		
4	Course 4: Writing for the Media-2	2		

SEMESTER III				
Sno.	Subjects			
	Mandatory	Credits	Elective	Credits
1	Perspectives on Communication Theory	4	Cinema Studies	4
2	Media Advocacy	4	Media and Culture	4
3	Media Laws and Ethics	4		
4	Data Analytics	2		
5	Quantitative and Qualitative Research Approaches (RM)	4		

SEMESTER IV				
Sno.	Subjects			
	Mandatory	Credits	Elective	Credits
1	Political Communication	4	Storyboarding and Storytelling	4
2	Media Criticism	4	Decolonising Media and Communication Practices	4
3	Data Journalism	4		
4	Dissertation	6		



Master of Arts

(Mass Communication-Film Television New Media (MA-(MC-FTNM))

Course Overview

The MA in Mass Communication-Film, Television & New Media is a comprehensive two-year postgraduate program designed for individuals keen on exploring the intricacies of Indian filmmaking, sound engineering, cinematography, post-production techniques including VFX, and the dynamics of new media. It encompasses a thorough study of the historical context of Indian cinema alongside an examination of global cinematic traditions. A significant emphasis is placed on equipping MA MC-FTNM candidates with the ability to critically analyze cinematic works from various perspectives.

Program Objective:

- Po1:** To prepare students in the production aspects of Film Television & New Media, as required by the present media environment all across the globe.
- Po2:** To empower the students in the production managerial aspects of the media business with due emphasis on latest production techniques, along with marketing and branding management of various media products and associated services.
- Po3:** To develop creative temperament and mind set needed in the content production segment of the media industry.
- Po4:** To inculcate competencies thereby enabling to undertake professional work.
- Po5:** To provide an active industry interface by way of co learning.
- Po6:** To take the students through the entire pipeline of the production process with regards to the content creation for various media pads, providing the students an insight into the correlation that exists between content creation and associated commercial aspects of media business.

Duration of the Program: 2 Years

Program Architecture:

SEMESTER I				
Sno.	Subjects			
	Mandatory	Credits	Elective	Credits
1	Course 1: Film Theory & Appreciation	4	Course 1: Photography & Cinematography OR Course 2: Production Design	4
2	Course 2: Sound Design & SFX	4		
3	Course 3: Writing for Media	4		
4	Course 4: Storyboarding	2		

SEMESTER II				
Sno.	Subjects			
	Mandatory	Credits	Elective	Credits
1	Course 1: Direction	4	Course 1: Script & Screenplay Writing OR Course 2: Electronic Media Criticism	4
2	Course 2: Post production & Editing	4		
3	Course 3: Behavioral Science and Film Making	4		
4	Course 4: Art Direction	2		

SEMESTER III				
Sno.	Subjects			
	Mandatory	Credits	Elective	Credits
1	Laws Related to Films, TV & OTT	4	Digital Cinematography	4
2	Character Animation	4	TV Production	4
3	Visual Communication	4		
4	Media Economics	2		

SEMESTER IV				
Sno.	Subjects			
	Mandatory	Credits	Elective	Credits
1	Marketing & Publicity Design for Films & OTT	4	Ad Filmmaking & Digital Native Media	4
2	Perspective in Media Business	4	New Media & Extended Reality	4
3	Visual Effects	4		
4	Final Project	6		



Program Fee Structure: (AY 2024 -2025)

Name of The Course	Duration of the Program	Year			
		I	II	III	IV
BA MMC	3/4 Years	33,765	29,145	29,495	

Name of The Course	Duration of the Program	Year			
		I	II	III	IV
BA FTNMP	3/4 Years	69,165	54,945	55,695	

Name of The Course	Duration of the Program	Year	
		I	II
MA - MC-FTNM	2 Years	80,253	65,478

Name of The Course	Duration of the Program	Year	
		I	II
MA - J&MC	2 Years	71,253	57,478

The Knowledge Home (Library) @ DGMC

Deviprasad Goenka Management College of Media Studies (DGMC) is a state of the art learning and working environment where students, researchers & media professional, national and international, work in close association to facilitate the generation of value in the media spectrum.

Smt. Prabhadevi Banwarilal Saraf Library - DGMC, we strive to leverage all the resources that can contribute in developing the ecosystem of the media & entertainment space. DGMC is the first Media College to be affiliated to the University of Mumbai offers the BAFTNMP course and functionally runs BAMMC, MA MC-FTNM, MA J&MC, PGP and short term courses.

Smt. Prabhadevi Banwarilal Saraf Library@ DGMC aims to have one of the best Media and Management Science libraries in the country. Its ever growing collection includes some of the best resources on contemporary management thought, and includes various journals in different disciplines of film, communication studies, management and allied sciences. It also subscribes to a good number of bibliographic, statistical and full text databases in digital format in order to meet the changing information needs of faculty members and students. It continuously tries to add all documents as needed by the curriculum and aims to become a single hub to meet the needs of academic information.

Every day around 50 to 75 students visit the library to fulfil their academic requirements. The Library staff tries their best to help users by providing them required information & reading material.

Objective of DGMC Library:

DGMC believes that effective governance is the key to provide the quality education. In order to meet this aim, DGMC KRH tries to provide every student a high quality learning experience by adopting the following parameters as the objectives-

- To support Teaching, Learning and Research activities actively and innovatively.
- To acquire, process, organize and provide access to high quality information sources both in print and digital form, for present and the future.
- To contribute towards Institute's mission to achieve excellence and professionalism
- To deliver the services as per the changing needs of our users.

Facilities

Reading Room	ICT Services	Circulation Services	Reference Services	Clipping Services
Bibliographic Services	Current Awareness Services	User Orientation Services	Literature Search/ Inter Library Loan	Archival Services

Borrowing Privileges and Late Fee Charges

Category	Borrowing Privileges		Late Fee Charge			
	No. of Books	Issue Period / Days	First 7 Days (After Due Date)	From 8th to 21st Day	From 22nd to 60th Day	Beyond 60 days
Bachelor Program	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day
Master Program	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day
Post Graduate/Diploma	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day
Certificate Program	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day

Book Lost / Damaged Book Guideline

In case a Borrower loses a book he/ she should replace the book. In case the book cannot be replaced, the current price of the book will be paid by the borrower.

Library Reading Rules

- Members should have their **Identity Card** whenever they visit the library.
- Members should keep their bags in the property counter only. They are advised **NOT** to keep any valuable in the bag.
- Members should issue the books on his/her Identity Cards.
- Members are requested to return all the books in time.
- Reference Books should be used within library premises; they cannot be taken out of the library without permission. If found **Rs. 50/-** fine will be charged per day.
- Maintain Silence in the library
- Students should keep their **Mobile phones on Mute** in the library. Else a fine of **Rs. 100/-** will be charged.
- Members should not bring any eatables and drinks inside the library
- Members should use the library computers / Network only for academic purposes

Academic Calendar: AY 2024 - 2025

Month	No of working Days	Date	Days	Program/Event/ Examination	Sundays/Public Holidays	Total No of Teaching Days
Jun 2024	20	12-Jun 2024	Wednesday	SY & TY BAMMC Orientation	3 Sundays (16th, 23rd & 30th)	15
		12-Jun 2024	Wednesday	SY & TY BAFTNMP/Orientation		
		13-15th Jun 2024	Thursday to Saturday	Masterclass for SY and TY as per Special Time-table		
		18-Jun 2024	Tuesday	Regular Classes as per regular Time-table		
		19th to 26th June 2024		University Exams -MA-J&MC and MA-FTNM SEM II NEP 2020 examination		
		17-Jun 2024	Monday	Bakri Id	Public Holiday	

Jul 2024	31	1st to 5th July 2024		SY & TY - Assignments to be given	4 Sundays (7th, 14th, 21, 28th)	26
		10th July 2024	Wednesday	FY - BAMMC & BAFTNMP Orientation		
		11th July 2024	Thursday	Regular Classes for FY BAMMC & BAFTNMP		
		17th July 2024	Wednesday	Moharum		

Aug 2024	31			Commencement of Viva Voce	4 Sundays (4th, 11th, 18th & 25th)	25	
		15th Aug 2024	Thursday	Independence Day / Parsi New Year			Public Holiday
		27th Aug 2024	Tuesday	Dahi Handi			Public Holiday

Sep 2024	30	18th Sept 2024	Wednesday	SY & TY Assignment Submission	5 Sundays (1st, 8th, 15, 22nd & 29th)	18	
		18th Sept 2024	Wednesday	SY & TY – Internal VIVA			
				Submission of marks for Internal Assignments @ Viva Voce			
		30th Sept 2024	Monday	Last day of Lecture for SEM III & IV			
		7th Sept 2024	Saturday	Ganesh Chaturthi			Public Holiday
		7th Sept to 11th Sept 2024		Mid-term Break			Ganpati Vacation
		16th Sept 2024	Monday	Id-e-milad			Public Holiday
		17th Sept 2024	Tuesday	Anant Chaturthi			Public Holiday

Academic Calendar: AY 2024 – 2025

Oct 2024	31	1st Oct 2024	Tuesday	ATKT Examinations for SEM I, II and IV (BAMMC / BAFTNMP)	4 Sundays (6th, 13th, 20th & 27th)	24
		3rd Oct 2024	Thursday	Personal Hearing for Defaulting Students - SY- BAMMC / BAFTNMP		
		14th Oct 2024	Monday	Regular & ATKT Examination for SEM-III (SY)		
		2nd Oct 2024	Wednesday	Gandhi Jayanti	Public Holiday	
		12th Oct 2024	Saturday	Dassera	Public Holiday	
		31st Oct 2024 to 13th Nov 2024	Thursday	Diwali Vacation		

Nov 2024	30				4 Sundays (3rd, 0th, 17th & 24)	15
		31st Oct 2024 to 13th Nov 2024		Diwali Vacation	Vacation	
		14th Nov 2024		Start of SEM IV & VI		
		15th Nov 2024	Friday	Guru Nanak Jayanti	Public Holiday	
		15th Nov to 20th Nov 2024		Regular Examination for FY – SEM I – BAMMC & BAFTNMP		
		21st Nov 2024		Start of SEM II - BAMMC & BAFTNMP		

Dec 2024	31	TBC		Internal Assignments will be given to SEM – II / IV & VI	5 Sundays (1st, 8th, 15th, 22nd & 29th)	19
		19th to 21st Dec 2024		December Fever		
		23rd & 24th Dec 2024		Sports Day		
		25th to 31st Dec 2024		Winter Break	Christmas Vacation	

Jan 2025	31	21st Jan 2025	Tuesday	Annual Day Celebration	4 Sundays (5th, 12th, 19th & 26th)	24
		TBC		International Conference		
		1st Jan 2025	Wednesday	New Year	Holiday	
		26th Jan 2025	Sunday	Republic Day	Weekend	

Feb 2025	28				4 Sundays (2nd, 9th, 16th , 23rd)	22
		19th Feb 2025	Wednesday	Chhatrapati Shivaji Maharaj Jayanti	Public Holiday	
		26th Feb 2025		Maha Shivratri	Public Holiday	

Academic Calendar: AY 2024 – 2025

Mar 2025	31	TBA		Last day for teaching for UG Programs	5 Sunday (2nd, 9th, 16th, 23rd, 30th)	24
		14th Mar 2025	Friday	Holi	Public Holiday	
		31st Mar 2025	Monday	Eid UI Fitr	Public Holiday	

April 2025	30	TBC		Tentative Dates – ATKT Examinations for SEM I, III & V (BAMMC/BAFTNMP)	4 Sunday (6th, 13th, 20th, 27th)	24
		TBC		Tentative Dates – Final Exams for FY & SY (BAMMC & BAFTNMP)		
		6th Apl 2025	Sunday	Ram Navami		
		10th Apl 2025	Thursday	Mahavir Jayanti	Public Holiday	
		18th Apl 2025	Friday	Good Friday		

May 2025	31				4 Sunday (4th, 11th, 18th, 25th)	0
		1st May 2025		Maharashtra Day	Public Holiday	
		12th May 2025		Budhha Purnima	Public Holiday	
				Summer Break	Summer Vacation	



Examination Guideline

The structure of evaluation may vary from course to course. The course instructor will decide and communicate, at the beginning of the course, an appropriate scheme of evaluation as per the requirement of the course and the methods of instruction. Normally, evaluation of academic performance in each course is based on varying combinations of the following components: Assignments, Quizzes, Class Tests, Class Participation, Project Work, Mid-Term Examination, Term-End Examination, and any other as suitably decided by the instructor and priorly announced to the class.

BAMMC – Evaluation Criteria

For SY and TY – BAMMC students

The performance of the learner will be evaluated in two components. The first component will be an Internal Assessment with a weightage of 25% of total marks per course. The second component will be a Semester End Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Internal Assessment and Semester End Examinations is as shown below:

- I. Internal Assessment – **25%** of the total marks per course (Class Test/Assignment/Project/Practical - Computer System & Application, etc. / Quiz etc.) Any two components - to be conducted at different intervals.
- II. Semester End Examinations – **75%** of the total marks per course (Written Examination)
 - a. Duration – Examinations shall be of a duration of two and a half hours.
 - b. Theory question paper pattern shall be decided as prescribed in the syllabus by the Board of Studies (BOS).

For FY – BAMMC students

- I. Internal Assessment – **40%** of the total marks per course (Class Test/Assignment/Project/Practical - Computer System & Application, etc. / Quiz etc.) Any two components - to be conducted at different intervals.
- II. Semester End Examinations – **60%** of the total marks per course (Written Examination)

Note: Each Course of 2 credits attracting 30 hours of Teaching
Each Course of 4 credits attracting 60 hours of Teaching

Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Internal Assessment and Semester End Examination. The learner should also obtain minimum of 40% marks (i.e. 10 out of 25, if the maximum marks allocated to Internal Assessment is 25) out of the total marks allotted to the Internal Assessment and minimum 40% marks out of the total marks allotted to the Semester End Examination (i.e. 30 out of 75, if the maximum marks allocated to the Semester End Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only the Internal Assessment Component or Semester End Exam component.

BAFTNMP – Evaluation Criteria

The performance of the learner will be evaluated in two components. The first component will be an Internal Assessment with a weightage of 40% of total marks per course. The second component will be a Semester End Examination with a weightage of 60% of the total marks per course. The allocation of marks for the Internal Assessment and Semester End Examinations is as shown below:

Internal Assessment – 40% of the total marks per course

- a. Class test/Assignment/Project/Practical Computer System & Application, etc. /Quiz/Field work/etc.
Any two components - to be conducted at different intervals.

Semester End Examinations – 60% of the total marks per course

- a. Duration – These examinations shall be of a duration of two hours.
- b. Theory question paper pattern shall be decided by the respective Board of Studies.

For FY-BAFTNMP students

- I. Internal Assessment – 40% of the total marks per course (Class Test/Assignment/Project/Practical - Computer System & Application, etc. / Quiz etc.) Any two components - to be conducted at different intervals.
- II. Semester End Examinations – 60% of the total marks per course (Written Examination)

Note: Each Course of 2 credits attracting 30 hours of Teaching
Each Course of 4 credits attracting 60 hours of Teaching

Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Internal Assessment and Semester End Examination. The learner should also obtain minimum of 40% marks (i.e. 10 out of 25, if the maximum marks allocated to Internal Assessment is 25) out of the total marks allotted to the Internal Assessment and minimum 40% marks out of the total marks allotted to the Semester End Examination (i.e. 30 out of 75, if the maximum marks allocated to the Semester End Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only the Internal Assessment Component or Semester End Exam component.

MA MC-FTNM – Evaluation Criteria

The examinations shall be of two kinds:

- (I) Internal Assessment
- (ii) Semester End Examination.

The learner who obtains less than 40 % of the aggregate marks of the relevant examination in that course either in the internal assessment or in the end –semester examination will be awarded the letter grade 'F' in that course.

Internal Assessment: The internal assessment shall be for 50 marks. Two internal assessment examinations shall be scheduled for a course. The internal examination is to be conducted by the course teacher. The schedule for the internal assessment is announced within two weeks of the commencement of

the semester. Of the two exams one will be in the form of a written test involving theory and the other will be in the form of extension work or assignment or term work. The answer-sheets for internal examination shall be masked before evaluation. The evaluated answer- sheets and marks shall be shown to the students on the date announced in advance. The existing rules for moderation of answer sheets will be followed in the case of internal examinations in core courses.

Semester-End Examination: The semester end examination shall be for 50 marks. If a student is absent from the internal or end semester examination in any course including the dissertation course, he/she will get a grade point of 0 and a letter grade of 'F'. If a student fails in the end-semester examination of a core or elective course, he/she may reappear for the same examination when it is held again in the following semester. A student can appear at the most three times, including the original attempt. If a student obtains a letter grade F in all the three attempts, he/ she will have to seek fresh admission to the MA programme.

Note: The student will submit a bound hard copy of the dissertation to the Department by the end of the fourth semester, along with a soft copy on a CD/DVD.

MA J & MC – Evaluation Criteria

The examinations shall be of two kinds:

- (i) Internal Assessment
- (ii) Semester End Examination.

The learner who obtains less than 40 % of the aggregate marks of the relevant examination in that course either in the internal assessment or in the end –semester examination will be awarded the letter grade F in that course. The Medium of Instruction will be English.

Internal Assessment: The internal assessment shall be for 50 marks. Two internal assessment examinations shall be scheduled for a course. The internal examination is to be conducted by the course teacher. The schedule for the internal assessment is announced within two weeks of the commencement of the semester. Of the two exams one will be in the form of a written test involving theory and the other will be in the form of extension work or assignment or term work. The answer-sheets for internal examination shall be masked before evaluation. The evaluated answer-sheets and marks shall be shown to the students on the date announced in advance.

Semester-End Examination: The semester end examination shall be for 50 marks. If a student is absent from the internal or end semester examination in any course including the dissertation course, he/she will get a grade point of 0 and a letter grade of F. If a student fails in the internal examination of a core or elective course, he/she will have to appear for the internal examination of the course when the course is offered again. If a student fails in the end-semester examination of a core or elective course, he/she may reappear for the same examination when it is held again in the following semester. A student can appear at the most three times, including the original attempt. If a student obtains a letter grade F in all the three attempts, he/ she will have to seek fresh admission to the MA programme.

Note: The student will submit a bound hard copy of the dissertation to the Department by the end of the fourth semester, along with a soft copy on a CD/DVD.

University Examination Process

- a. Students shall be notified to fill up their examination forms (Regular & ATKT) online (www.mu.ac.in) within the duration given by the University of Mumbai. Regular exam fees are collected as part of the college fees, whereas students are required to pay the ATKT exam fees separately.
- b. Once the students have filled the online form, the printout of the same should be submitted to the college office along with the exam fee receipt (necessary documents should be attached).
- c. Students should collect the acknowledgment copy of the form.
- d. Online Hall Tickets will be generated one week before the examination. Students should take the printout and attach a passport sized photograph and get it stamped from the college office.

College Examination Process

- a. Students shall be notified to fill up their examination forms (Regular & ATKT) within a certain duration. Regular exam fees are collected as part of the college fees, whereas students are required to pay the ATKT examination fees separately.
- b. The Examination Department shall put up a notice inviting ATKT students to have the examination form collected and returned in due time. Students shall make the payment of required examination fees in the Administration office and receipt shall be produced to the Examination Department.
- c. The Hall Ticket will be made available before commencement of the examination.
- d. Students are required to collect the hall ticket, paste their recent passport sized photograph and get it stamped from the Examination Department.

Instructions to be followed in the Examination Hall

- a. Attendance is Compulsory.
- b. All the students are required to compulsorily wear Id-cards and carry their Hall- tickets without which they will not be allowed for the examination.
- c. Mobile Phones, Smart Watches, and any other Electronic Gadgets are NOT allowed in the Examination Hall.
- d. All the students are required to reach the examination hall 15 minutes prior to the commencement of the exams on each day.
- e. No student will be allowed to enter the examination hall after 10 minutes of commencement of the examination.
- f. No student can leave the examination hall before the first 30 minutes of the beginning of the examination.
- g. No student can leave the examination in the last 30 minutes of the examination.
- h. Any student found with study material or any other in-appropriate material in the examination hall during examination, will be eligible to strict actions as per the rules and regulations according to the University of Mumbai guidelines of Unfair Means.
- I. Students are required to carry their own belongings. All belongings other than those required for the examination shall be kept outside the examination hall.
- j. Students shall be responsible for their own belongings. Cell phones must be on silent mode, in the bag/s, during the examination.
- k. No students will be allowed to borrow or lend any material during the examination.
- l. Staplers will not be provided.
- m. Students will not be allowed to bring in calculator in the examination hall.
- n. All the students are required to bring their writing material in transparent boxes into the Examination Hall.

Passing Standards & Progression

A student shall be declared as passed on scoring the minimum required number of marks separately internally and externally. Please refer to the table below:

* BA- Mass Media and Communication-Undergraduate Program under NEP 2020 for FY Students

Program Name	Min Internal marks reqd / Out of 20	Min External Marks reqd / Out of 30	Total Marks
Bachelor of Arts in Multimedia & Mass Communication (BAMMC)	8/20	12/30	50

***Note: All Papers for 2 Credits**

**BA –Film, Television and New Media -Undergraduate Program under NEP 2020 for FY Students

Program Name	Min Internal marks reqd / Out of 20 /40	Min External Marks reqd / Out of 30/60	Total Marks
Bachelor of Arts in Film, TV & New Media Production (BAFTNMP)	8/ 50 OR 16/40	12/30 OR 24/60	50 / 100

****Note: 1. Subject: Fundamentals of Film Theory & Appreciation for 4 Credit
2. All other subjects are for 2 credits**

MA Program- Postgraduate Program under NEP 2020

Program Name	MA Program- Postgraduate Program under NEP 2020	Min External Marks reqd / Out of 50	Total Marks
Master of Arts in Mass Communication - Film Television & New Media	20/50	20/50	100
Master of Arts in Journalism & Mass Communication (MA - J&MC)	20/50	20/50	100

Second & Third Year Undergraduate Program

Program Name	Min Internal marks reqd / Out of	Min External Marks reqd / Out of	Total Marks
Bachelor of Arts in Multimedia & Mass Communication (BAMMC)	10/25	30/75	100
Bachelor of Arts in Film, TV & New Media Production (BAFTNMP)	16/40	24/60	100

Grading System - NEP 2020

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

Grading System: BA Program- Grade Point

Letter Grades and their Equivalent Grade Point			
Percentage of Marks Obtained	Grade Point	Grade	Performance
80.00 and above	10	O	Outstanding
70 - 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.55	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail

SGPI – Semester Grade Performance Index = $\frac{\sum (\text{Credit Earned} \times \text{Grade Points})}{\sum (\text{Credit Earned})}$

TH-Theory, PR- Practical, IA-Internal

Symbols	Description
F	Head of Failure
----	Not Applicable
Ab	Absent
/	Female
@	0.5043
#	0.229
\$	Carried For Ward Grade of the Head

Grading System : MA Program- Grade Point

Letter Grades and their Equivalent Grade Point			
Percentage of Marks Obtained	Grade Point	Grade	Performance
80.00 and above	10	O	Outstanding
70 - 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.55	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail

SGPI – Semester Grade Performance Index = $\frac{\sum (\text{Credit Earned} \times \text{Grade Points})}{\sum (\text{Credit Earned})}$

Symbols	Description
F	Head of Failure
----	Not Applicable
Ab	Absent
/	Female
@	0.5043
*	0.5045
#	0.229
\$	Carried For Ward Grade of the Head
+	Marks Carried
E	Exemption in the Head
~	Dyslexia Benefit

Revaluation and Provisional Admission Process (offline Examinations)

- a. After declaration of results, the Examination Department shall display a notice inviting students who desire a photocopy/revaluation of their answer sheets.
- b. Accordingly, students shall apply for the revaluation / photocopy to the Examination Department. But before applying for the same, they shall pay the revaluation / photocopying fees at the Admin office. In case of Photocopy, the Examination Department shall issue the photocopy on the production of the receipt.
- c. The duly filled in form shall be submitted to the Examination Department along with the receipt.
- d. In case of Final years Examination, the Exam Cell shall send forms along with the payment to the University of Mumbai.
- e. In the case of Semester End and Term End Examination of First and Second Year, the Exam Cell shall initiate the revaluation process internally.
- f. The result of Re-evaluation for Semester I, II, III & IV shall be put up on the Notice Board. Whereas, the students shall receive the result of Re-evaluation of Semester V & VI directly from the University of Mumbai.
- g. The student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty his / her education, if he / she had originally obtained required passing marks in the papers in which he / she had applied for revaluation,
- h. The college shall be entitled to charge fees of Rs.500/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation,
- I. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded

Progression Rules

ATKT for Faculties of Arts is read as under:

- a. A learner shall be allowed to keep term for Semester II irrespective of the number of heads of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & Semester II.

OR

- a. A learner who fails in not more than four courses of Semester I & Semester II taken together with not more than two courses each in Semester I & II.
- b. A learner shall be allowed to keep term for Semester IV irrespective of the number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.
- c. A learner shall be allowed to keep term for Semester V- If he/she passes Semester I, Semester II, Semester III & Semester IV.

OR

- a. A learner shall pass Semester I and Semester II and fails in not more than four courses of Semester III and Semester IV taken together with not more than two courses in each Sem. III & Sem. IV.
- b. A learner shall be allowed to keep term for Semester VI irrespective of the number of heads of failure in the Semester V. However, the learner shall pass each course in Semester III and Semester IV in order to appear for Semester VI.
- c. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

Attendance Guideline (UG & MA Program)

As per the Ordinances 6086 relating to the attendance for learners -

- a) There shall be an Attendance Committee nominated by the principal.
- b) The Attendance Committee shall display the attendance for the previous month on the college notice boards in the first week of every month.
- c) If the Learner has any issue or finds any discrepancy in his/ her attendance, he/she should immediately submit a written application to the administration office within three days of the display of the Attendance Record of the preceding month.
- d) For any leave of absence, where the Learner is representing the College for Sports, Cultural activities, NSS or NCC prior intimation through an application in the prescribed format should be submitted by the learner with the college office which should be authenticated by the teacher-in-charge of the said activity along with all supporting documents of participation.
- e) In situations of emergency, intimation must be given by email within three days from the commencement date of the Leave of Absence.
- f) Any absence without written information will be treated as unauthorized and will be reflected thus in the records.
- g) The Learner should submit a Medical Certificate and all other documents in support of his/her Leave Application within three working days of his/her resuming college.
- h) The Attendance Committee after taking into consideration the Leave Application and supporting documents, if any, and after verifying the genuineness and gravity of the problem that justify the Learner to remain absent, which generally shall be limited to his/ her own sickness, sickness of his/ her parent, death of his/ her parent may recommend on a case-to-case basis to the Principal for condonation of the shortage in attendance of the learner.

Attendance norms for Semester End-Examination and Eligibility for UG and PG programmes

- a. Every learner is expected to attend at least 75% lectures, practical and tutorials conducted for every course in each Semester.
- b. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a programme of his/ her enrolment, only if he or she fulfils at least 50% and above attendance as an average of total number of lectures, practical and tutorials conducted for all the courses taken together in every semester.
- c. It is mandatory for every learner to have minimum 75% attendance for each course and 75% average attendance in all the courses taken together in the programme.
- d. An undertaking shall be signed by the Learner and his/her parent/guardian that the Learner will attend lectures, practical and tutorials regularly to meet the attendance criteria, failing which the learner will not be eligible to appear at the respective semester end-examinations.
- e. Attendance for learners for the short and/or long excursions/field visits/study tours organised by the college and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/her attendance for the total number of lectures, practical and tutorials which are delivered on the concerned day/s.
- f. Attendance of the learners who are officially represented in the College in sports, extra-curricular, co-curricular activities, competition, camp, workshop, convention, symposium, seminar or any such activity with prior permission of the principal will be credited to his/her attendance for the missed number of lectures/practical and/or tutorials, which are otherwise conducted on the respective days up to a maximum of 5% in every semester in the respective courses in which he/she has missed the lectures, practical and tutorials.

- g. A Learner representing the college and participating in aforesaid activities should submit the Participating Certificate/relevant document within six working days of the completion of the said activities authenticated by concerned authority.
- h. Warning letter/email shall be issued/sent by the college to the defaulting Learner at least twice every semester.
- I. On receipt of the warning letter, the defaulting Learner is expected to be present in the attendance committee meeting along with his/her parent/guardian to understand the difficulty of the Learner for meeting the required attendance.
- j. A learner who fails to fulfil the aforesaid attendance requirement shall not be eligible for appearing at the Semester End-Examination.
- k. The Principal shall be the competent authority to condone the deficiency of attendance of any learner based on the recommendation of the attendance committee.



Code of Conduct @ DGMC

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

Code of Conduct for Offline Lectures

- a) Students shall maintain hygiene and cleanliness on the premises.
- b) Students shall always carry their identity card - which must have his/her photograph duly attested, and show it when asked to, by the security staff or other designated authorities of DGMC.
- c) As per MU Circular No. Aff./ICC/ (2023-24)/5/of 2023 regarding the Prohibition of Electronic Cigarettes Act 2019, any student found using or selling electronic cigarettes (vape) shall be dealt with strictly.
- d) Students shall NOT carry refreshments including tea/coffee, etc. to the classroom, library, iMac lab, Sound Lab, Colour Grading room, Shooting Studio.
- e) Students shall NOT display notices/posters on the glass panes, walls of the classrooms/institute, and other places on DGMC, without prior and official permission of the institution head.
- f) Students shall NOT damage the walls/premises/any other institutional infrastructure, during the daily academic course or before/during/after any event. Anyone found guilty of the same will be duly punished.
- g) Students shall NOT play computer games during lectures.
- h) Students shall NOT use mobile phone/s during academic lectures/on the premises/in the Library/Mac Lab, unless allowed/instructed by the faculty. Disciplinary action will be taken against students found using mobile phones during classroom lectures which is not allowed/instructed by the faculty.
- i) Students shall NOT indulge/instigate any unruly behaviour inside the campus/before, during, after any event, which may bring disrepute to the Institute.
- j) Students shall NOT indulge in any unethical practices viz - use of drugs, alcoholic drinks, use of electronic cigarettes, mental/ physical harassment, bullying, eve-teasing, rude/unruly behaviour during a lecture or while on campus with the teaching/non-teaching staff or other students.
- k) Students shall NOT indulge in any act of physical intimacy within the campus premises.
- l) Students shall NOT loiter in the College premises while the classes are going on.
- m) Students shall NOT carry firearms or weapons of any kind within the campus.
- n) Students shall NOT spoil the ambience of the classroom during lecture hours/peaceful ambience of the campus by shouting, playing loud music or by creating noise of any other kind.
- o) Students shall NOT form any society/association of any kind in the College and no person invited to address a meeting without the principal's prior permission.
- p) Students shall NOT collect any money or contribution for picnic, trip, and educational visit to a place, get together, study notes, charity or any other activity without prior sanction from the principal.
- q) Students shall NOT be allowed to take active part in current politics.
- r) Students shall NOT communicate any information or write about matters dealing with the College administration to the traditional/social media.
- s) Students shall NOT leave their books, valuables and other belongings in the classroom.
- t) Students shall NOT be involved in any insubordination and abusive language or misconduct. Any act/event found on the student's part regarding this will be sufficient reasons for his/her suspension or dismissal.
- u) The College is not responsible for the loss of any student's property. However, students may make a claim for lost property at the administration office if it is deposited in the lost and found box.
- v) Students applying for certificates, testimonials, etc. and those requiring the principal's signature on any kind of document or application should first submit a written application for such a requisition to the college office. Students should not bring any paper directly to the program in-charge/faculty/Principal. Students are requested to visit the website for all the relevant forms / requisition and submit the same with relevant documentation.
- w) If, for any reason, the continuance of a student in the college, is, in the opinion of the principal, detrimental to the best interest of the college, the Principal may initiate appropriate action, which may lead to suspension or rustication of such a student.

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

Anti-Ragging Norms

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

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

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

DGMC's 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.

Objective:

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

The Process encompasses three stages:

Stage 1 - Basic (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.

Stage 2 - Intermediate (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.

Stage 3 - Advance (TY BAMMC/BAFTNMP and TY MA- Part II)

In the final part, the emphasis shall be on Identifying potential career paths, make a decision on the best option and develop 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 specialisation.

Highlights:

H1: 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.

H2: 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.

H3: 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.

Clubs, College Committees, Institutional Committee @ DGMC

Students' Council Committee

The Students' Council of a college is the apex body in the college which acts as a liaison between the students and the college authorities. The Students' Council of DGMC has been effectively coordinating with different stakeholders and organising relevant activities for the enrichment of the students.

The Cultural Club (Includes Performing Arts & Fine Arts)

The Cultural Club is one such club which provides a platform to the students to showcase their talent in Dance, Music, Theatre and Fine Arts. It is through this club that we aim not only to promote & recognise talent but also give them due training and send this pool of talented students to participate in various Intercollegiate festivals and the Youth Festival of the University of Mumbai. Fine Arts includes a broader view of art and many forms like Painting, Poster Designing, Clay Modelling, Collage, Cartooning, Pencil Drawing etc.

Students are encouraged to participate in inter collegiate and other competitions through the Cultural Club. The club fosters a sense of camaraderie among students so that they can support each other in their artistic pursuits.

NSS Unit

'Not Me But You' has been the motto of the National Service Scheme (NSS), and the NSS Volunteers at DGMC have strived hard to honour this motto. The NSS unit at DGMC was established in 2020, it is a sub-unit of the National Service Scheme under University of Mumbai. The NSS Unit of DGCMMS aims to inculcate the values of selfless service amongst the students. The objectives of the NSS Unit are to identify the needs and problems of the community and involve the students in problem-solving. The problems are solved by utilising the knowledge and skills of volunteers. Students, who develop the sense of social and civic responsibility and understand the need for the same, join the NSS Unit. Every volunteer NSS who completes the 120 hours of social service is eligible for 10 grace marks under the ordinance 0.229 of the University of Mumbai and if the student completes 240 hours receives Certificate issued by the State Government. In the year 2023 – 2024, the NSS Unit of DGMCMS conducted 17 community service initiatives, whereas 20 volunteers dedicatedly devoted more 120 hours for the social initiatives. Five student completed 240 hours and is eligible for Certificate by the Government.

Rotaract Club

The Rotaract Club of DGMC was installed during the pandemic year 2020. In Rotaract, the efforts begin at the community level but transgress to far greater horizons in latitude and magnitude. As a Rotaractor, you make a solemn agreement with yourself, to move out of your zone of complacency and decide how to organize and run your club, manage your own funds, and plan and conduct activities in the various avenues like entrepreneurship development, professional development, community service, physical fitness and sports to name a few. Rotaractor also takes up stand-alone service projects of either adopting a village or a school in a tribal area or any relevant project that would make a difference to society.

Sports Club

The Club offers the students an opportunity to organise and participate in a variety of sports and recreation activities. The sports club is also responsible for organising talks on healthy lifestyle, importance of mental and physical fitness and health, Inter – Institute sports festival and all-time favourite annual sports day.

Literati Club

The Literati Club aims to develop analytical and creative thinking skills. It offers opportunities to appreciate diverse types of literature and increase their own literary skills. The Literary Club aims at not only refining the literary skills of the students but also developing in them critical thinking, logic and curiosity to know more and to instil in them a confidence to speak well. It is a club made for people who love literature, and want to share their experiences, readings and thoughts with others who have the same interest and talent. It is also a wonderful opportunity to meet new people and make new friends with common interests. It is a place for cooperative learning. Student's help each other understand a text and make sense of it thus making it a place of collaboration.

Film Club

The Film Club at DGMC organizes regular screening of artistic cinema, documentaries and short films under their Friday series session "BIOSCOPE". This forum provides the students an opportunity to watch, discuss and review films. Moreover, it is a fantastic launch-pad for the student aspirants in the field, exposing them to liberal arts and critical thinking. The Film club also represents the Mumbai India Film festival held by the films division of Mumbai, it also encourages students to participate and send their short films to various film festivals.

Photography & Cinematography Club

DGMC's Photography & Cinematography Club helps develop the skills of young talented students so as to become good photographers and cinematographers. The aim of the club is to conduct workshops in this domain and teach different aspects of Photography, Cinematography and importance of Lighting.

Advertising and Brand Club

The Advertising and Branding Club (ABC) of DGMC, is a group of ardent "creative" minds striving to put all the branding theories into practice. The club aims to offer students an all-round experience of advertising through industry interactions and on-campus activities. All events and activities that are curated are designed to ignite the creative minds of the students and to offer them a platform to apply their curricular learnings.

NPTEL

NPTEL (National Programme on Technology Enhanced Learning), is a joint venture of the IITs and IISc, funded by the Ministry of Education (MoE), Government of India, and was launched in 2003. NPTEL offers close to 600+ courses for certification every semester in about 22 disciplines. In the last Academic Year, DGMC took up an initiative to offer these free quality courses to its learners. DGMC is now acting as one of the "Local Chapters" for the NPTEL. The purpose of the 'Local Chapter' is to act as a link between the NPTEL and the learners and to help them in the process of admission and examination.

DLLE

The Department of Lifelong Learning and Extension [DLLE] (known earlier as Department of Adult and Continuing Education and Extension) established on October 12, in the Year 1978 and has been recognized as a statutory Department of the University of Mumbai since 1994 to promote a meaningful and sustained rapport between the Universities and the community. The DLLE seeks to facilitate the sensitization of students to socio-cultural realities. Degree College Students take up extension work projects related to social issues, for which they are awarded 10 additional marks in their final examinations on successful completion of 120/240 hours of work, and the submission of the project report in time.

Institutional Committees

Notes:

Deveeka Shetty has been appointed as the Staff Secretary for the academic year 2024 - 2025

Course Coordinator:

- BAMMC & MA (J&MC) – Ms. Nilanksha Sachdev
- BAFTNMP & MA (MC-FTNM) – Mr. Prasoon Prabhakar

I. Admission Committee

Convener	Dr Ameer Vora - Convener
Co-convener	Yashwant Baing, Registrar – DGMC
Scrutiny and document Verification Committee:	<p>For BAMMC (ALL Forms)</p> <p>a. Nilanksha Sachdev b. Divya Narang Tinna c. Viraj Bandekar</p> <p>For BAFTNMP (ALL Forms)</p> <p>a. Prasoon Prabhakar</p>
Non-Teaching Staff: Computer /ERP entry	<p>a. Devendra Koli - BAMMC b. Shravani Vichare - BAFTNMP c. Sarika Shah – MA & PGP Suchit Sawant - computer help desk For students with queries in computer lab</p>
Student Help Desk	Sanman Hutgikar
	Angel Bhatt
	Divya Mohapatra
	John Rego
IT Help Desk	Bhushan

II. Attendance Committee

Chairperson	Nilanksha Sachdev
	Prasoon Prabhakar
	Dr. Nisha Dahiya
	Devendra Koli

III. Examination Committee

Chairperson	Nilanksha Sachdev
	Prasoon Prabhakar
	Dr. Nisha Dahiya
	Sarika Shah
	Suchit Sawant

IV. Discipline Committee

Chairperson	Prasoon Prabhakar
	Bhavya Kotian

V. CAP Committee

Chairperson	Viraj Bandekar
	Divya Narang Tinna
	Rajeshwari Venkitasubramanian
	Devendra Koli
	Shravani Vichare
Supported by	Sushant and Ajinkya

VI. Students Grievance Redressal Committee

Chaiperson	Deveeka Shetty
Secretary	Sahil Malik

VII. Unfair-means Inquiry Committee

Chaiperson	Divya Narang Tinna
	Viraj Bandekar
	Deveeka Shetty

VIII. Anti-ragging Committee

Chaiperson	Yashwant Baing
	Suchit Sawant
	Chandrashekar Dubey

IX. IQAC Committee:

IQAC Co-coordinator	Nilanksha Sachdev
	Dr. Nisha Dahiya– Criteria 1 (Curricular Aspects)
	Deveeka Shetty – Criteria 2 (Teaching Learning & Evaluation)
	Divya Narang Tinna – Criteria 3 (Research, Innovations & Extensions)
	Rajeshwari Venkitasubramanian – Criteria 4 (Infrastructure)
	Viraj Bandekar & Prasoon Prabhakar – Criteria 5 (Student Support & Progression)
	Bhavya Kotian – Criteria 6 (Governance Leadership & Management)
	Nilanksha Sachdev & Sahil Malik - Criteria 7 (Institutional Values & Best Practices)
	Yashwant Baing
	Sarika Shah
	Sunita Cordeiro

X. Library Committee:

Chaiperson	Chandrashekhar Dubey
	Rajeshwari Venkitasubramanian
	Dr. Nisha Dahiya

XI. Training & Placement Cell Committee:

Chairperson	Dr. Ameer Vora
	Shravani Vichare
Teachers for training sessions	Nilanksha Sachdev
	Divya Narang Tinna
	Deveeka Shetty
	Sahil Malik
	Bhavya Kotian
	Dr. Nisha Dahiya

XII. WOMEN DEVELOPMENT CELL / INTERNAL COMPLAINTS COMMITTEE

Chairperson	Divya Narang Tinna
	Sahil Malik
	Deveeka Shetty
	Sunita Cordeiro
	Suchit Sawant
	Student Representative:
	CR – BA FTNMP
	CR – BAMMC
	CR – MA
NGO	Dr. Yogini Sheth

XIII. Student Council Committee

Chairperson	Nilanksha Sachdev
	Prasoon Prabhakar

XIV. Scholarship / Free-ship Committee

Chairperson	Yashwant Baing
	Vinayak Nagula

XV. Cultural Committee :

Chairperson	Bhavya Kotian
	Rajeshwari Venkitasubramanian

XVI. NSS Committee:

Chairperson	Viraj Bandekar
	Deveeka Shetty
	Sahil Malik
	Shravani Vichare

XVII. Green Club

Faculty Coordinator	Divya Narang Tinna
President - SYBAFTNMP	Divya Mohapatra

XVIII. Rotaract Committee

Chairperson	Nilanksha Sachdev
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XIX. Sports Club:

Chairperson	Viraj Bandekar
	Sahil Malik

XX. Seminars/Conferences/ Workshops

Chairperson	Dr. Ameer Vora
	Nilanksha Sachdev
	Divya Narang Tinna
	Deveeka Shetty
	Viraj Bandekar
	Prasoon Prabhakar
	Dr. Nisha Dahiya
	Bhavya Kotian
	Sahil Malik
	Rajeshwari Venkatasubramanian
	Chandrshekhar Dubey
	Sunita Cordeiro

XXI. Literati Club

Chairperson	Bhavya Kotian
	Dr. Nisha Dahiya
	Deveeka Shetty

XXII. Film Society

Chairperson	Prasoon Prabhakar
	Sahil Malik
	Rajesh Bhatia

XXIII. Photography & Cinematography Club

Chairperson	Bhavya Kotian
	Prathik Panchamia

XXIV. Advertising & Branding Club

Chairperson	Prasoon Prabhakar
	Bhavya Kotian
	Rajeshwari Venkatasubramanian

XXV. Guest Lecture Series Committee

Chairperson	Dr. Ameer Vora
	Prasoon Prabhakar
	Sunita Cordeiro

XXVI. Prospectus, Handbook & Magazine Committee

Chairperson	Nilanksha Sachdev
	Rajeshwari Venkitasubramanian
	Divya Narang Tinna
	Dr. Nisha Dahiya
	Sunita Cordeiro

XXVII. Research Cell

Chairperson	Divya Narang Tinna
	Dr. Nisha Dahiya
	Nilanksha Sachdev
	Chandrashekhar Dubey

XXVIII. NPTEL

Chairperson	Divya Narang Tinna
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XXIX. DLLE

Chairperson	Divya Narang Tinna
	Nilanksha Sachdev

XXX. Festival – CineVoyage & Media ICE Age

Chairperson	Nilanksha Sachdev
Core Members	Prasoon Prabhakar
	Bhavya Kotian
	Sahil Malik
	Rajeshwari Venkitasubramanian

XXXI. Festival – Intercollegiate

Chairperson	Bhavya Kotian
	Rajeshwari Venkitasubramanian

XXXII. Electrol Literacy Committee

Chairperson	Deveeka Shetty
	Dr, Nisha Dahiya
	Chandrashekhar Dubey

Scholarships

IRB Scholarship Endowment Fund has been set up to encourage the meritorious students, The IRB Scholarship Endowment Fund. The IRB Scholarship is a merit-based award that recognizes high academic achievement within the institute. IRB Scholarship Endowment Fund is sponsored by Infrastructure Developers Ltd. which provides scholarships to meritorious students of all the institutions of Rajasthani Sammelan Education Trust. RSET's initiative aims to encourage brilliant students to achieve further excellence in education. By these scholarships, meritorious students are further motivated to work hard and give their best performance in academics. The scholars are selected by a faculty panel from DGMC and the list is forwarded to the trustees of the Rajasthani Sammelan Education Trust for final approval.

BKT Endowment Freeship Fund has been introduced to provide freeship to those students who cannot afford education due to lack of funds. BKT Endowment Freeship Fund provides an opportunity to many deserving students to obtain suitable education and thereby make progress in their life by becoming adequately qualified. BKT Endowment Freeship Fund is sponsored by Balkrishna Industries Ltd. to award freeships to deserving students of all the institutions of Rajasthani Sammelan Education Trust.

Jankidevi Bilasrai Bubna Endowment Freeship Fund gives freeships to the needy and deserving students studying in various educational institutes of RSET. The Jankidevi Bilasrai Bubna Endowment Freeship gives the much needed financial support to such students who do not have the financial support to pursue their education.



Admission Cancellation Policy:

Application for cancellation of admission should be made in the prescribed form. Cancellation should be authorised by the Principal. For all Mumbai University Programmes, the cancellation policy stipulated by the University of Mumbai will apply.

Refund Policy – UOM

Rules regarding refund of fees in case of cancellation of admission are applicable as per University norms (University Circular No. UG/412 of 2008 dated 11th Sept 2008).

Table-1: Fee Deduction on cancellation of admission

Period and percentage of deduction charges					
(i)	(ii)	(iii)	(iv)	(v)	(vi)
* Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term of the course.	From 21 st day upto 50 days after commencement of the academic term of the course.	From 51 st day upto 80 days after the commencement of the course or August 31 st whichever is earlier.	From September 1 st to September 30 th .	After September 30 th .
Rs. 500/ - lump sum	20% of the total amount of fees.	30% of the total amount of fees.	50% of the total amount of fees.	60% of the total amount of fees.	100% of the total amount of fees.

Ordinance 2859 of University of Mumbai

Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in under graduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognised Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows:

The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:

- I. All the fee items chargeable for one year are as per relevant University circulars for different Faculties. (excluding the courses for which the total amount is fixed by other competent authorities).
- II. The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam fee and Enrollment fee) are non-refundable.
- III. Fee collected for Identity card and Library card, admission form and prospectus, enrolment and any other course specific fee are not refundable after the commencement of the academic term.
- IV. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be refunded at the time of Cancellation on production of original fee receipt. Deposits not claimed within one year of leaving the college or cancellation of admission will be forfeited.

- V. Provided that wherever admissions are made through centralised admission process for professional and/or for any other courses by other competent authorities (as per the rules of relevant agencies) for the 1st year admissions. In case of admission to subsequent years of the courses, O.2859 is applicable for cancellation of admission.
- VI. provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses.

For the students who are leaving the college after completion of studies, schedule for the refund of deposit will be put up on the college notice board after the declaration of the University result of the relevant course. For those students who cancel their admission in the middle of the course, the amounts of deposits will be refunded to the student after 30 days from the date of receipt of their application duly signed by student and NOC from departments concerned.

Post Graduate Courses:

Vide University Circular UG/ 253 OF 1996.(0.3574)

- I. The registration fees once paid for the PG course will not be refunded for any reason.
- II. The Tuition fee paid by the candidate for the course in which he/she is registered as a PG student will be refunded to him/her if he/she leaves the said course without attending any lectures, seminars or practical, subject to a deduction of 25% of the tuition fee. The application by the candidate for such refund will only be entrained if it is received by the Principal/Registrar/Head of Department within Fifteen days of the date of commencement of the lectures of the academic year in which the fees is paid.
- III. The Tuition fee paid by the candidate for the course in which he/she is registered as a PG student will be refunded to him/her if he/she leaves the said course and joins another course of this University for which he/she applied at the same University admission is made later, subject to a deduction of 25% of the tuition fee.

NOTES RELATING TO FEE CONCESSION:

Students belonging to reserved category are eligible for fee concession. Those who are desirous of availing such facility should produce Caste Certificate duly certified by the government authority at the time of admission and should fill the prescribed Government free-ship / scholarship form with necessary documents within the due date on notification by the college and relevant notice for the same will be circulated in the Classrooms as well as will be displayed in the Notice Board. Those students who fail to fill the form in time are liable to pay the full fees.



Application for Semester I/II/III/IV/V/VI ATKT EXTERNAL EXAM

Date : / /

Name Of the Candidate: _____

Mobile No: _____ Email Id: _____

Course _____ Year : FY SY TY DIV: _____

RollNo: _____ Last Appeared Exam Year /Month: _____

Student Type: Regular: Drop Student: Ex Student:

Details for the Appearing Semester:

Semester: _____

Sr No	Name of Subject	Internal Marks	External Marks
1			
2			
3			
4			
5			
6			
7			

- Please note: 1. Attach photocopy of the recent Mark-sheet
2. Fill ATKT Exam forms Semester-wise

Signature of the Student



Application for Semester I/II/III/IV/V/VI ATKT INTERNAL EXAM

Date : / /

Name Of the Candidate: _____

Mobile No: _____ Email Id: _____

Course _____ Year : FY SY TY DIV: _____

RollNo: _____ Last Appeared Exam Year /Month: _____

Student Type: Regular: Drop Student: Ex Student:

Details for the Appearing Semester:

Semester: _____

Sr No	Name of Subject	Internal Marks	External Marks
1			
2			
3			
4			
5			
6			
7			

- Please note: 1. Attach photocopy of the recent Mark-sheet
2. Fill ATKT Exam forms Semester-wise

Signature of the Student



Requisition form for allotment of 7th Floor Studio

Date:

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Studio facility.

The details are as follows:

Sr. no.	Name of the student	Class/Div/Roll.	Phone no.	Email
1				
2				
3				
4				
5				
6				

Additional Information:

Date: _____ Time: from _____ to _____

Subject: _____ Project assigned by _____

Date of Submission: _____

1) Name & Signature (Faculty-in-charge): _____

2) Signature (Principal/Program Coordinator / Registrar) _____

Note:

- i. All students must carry their ID card.
- ii. Students must assure that there shall be no disturbance or damage of any kind inside the Studio.
- iii. No data should be stored in the Studio machine
- iv. Any data stored by the students will be deleted on a regular basis by the concerned department, kindly store and save your data in your drives/ pen drive, etc.
- v. Switch off the lights and AC after use to avoid unnecessary consumption of electricity.
- vi. Make sure you arrange the chairs, etc. and keep the studio neat and clean
- vii. Any students found misusing the facility (listening to song, downloading videos, using studio for their personal projects) will not be allowed to use this facility for any future college assignment/projects.

Declaration

We undertake the full responsibility in case of any damage or disturbance during our use of the Studio.

Sincerely, _____ (Full name, Signature & date)



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

Requisition Form for Allotment of iMac LAB

Dated

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Computer facility. The details are as follows:

Sr. no.	Name of the Student	Class/Div/Roll. No.	Phone no.	Email	Sign
1					
2					
3					
4					
5					

Computer no.	Project name	Allotted by
1		
2		
3		
4		
5		

Date _____ Time: from _____ to _____

Subject: _____ Project assigned by: _____

Date of Submission: _____

1) Name & Signature (Faculty-in-charge): _____

2) Signature (Principal/Program Coordinator / Registrar): _____

Note:

- a) All students must carry their ID card.
- b) Students must assure that there shall be no disturbance or damage of any kind inside the iMac Lab.
- c) No data should be stored in the iMac computers
- d) Any data stored by the students will be deleted on a regular basis by the IT department, kindly store and save your data in your drives/ pen drive, etc.
- e) Switch off the computers after use to avoid unnecessary consumption of electricity.
- f) Make sure you arrange the chairs, etc. and keep the lab neat and clean
- g) Any students found misusing the iMac Lab (listening to song, downloading videos, using lab for their personal projects) will not be allowed to use the iMac lab for any future college assignment/projects.

Declaration

We undertake the full responsibility in case of any damage or disturbance during our use of the iMac lab.

Sincerely, _____ (Full name, Signature & date)

V - Form - Requisition form - Sound Studio



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

Requisition Form for Allotment of Sound Studio

Dated:

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Sound Studio facility.
The details are as follows:

Sr. no.	Name of the student	Class/Div/Roll. No.	Phone no.	Email	Sign
1					
2					
3					
4					
5					

Additional Information _____

Date: _____ Time: from _____ to _____

Subject: _____ Project assigned by: _____

Date of Submission: _____

1) Name & Signature (Faculty-in-charge): _____

2) Signature (Principal/Program Coordinator / Registrar) _____

Note:

- a) All students must carry their ID card.
- b) Students must assure that there shall be no disturbance or damage of any kind inside the Studio.
- c) No data should be stored in the Studio machine
- d) Any data stored by the students will be deleted on a regular basis by the concerned department, kindly store and save your data in your drives/ pen drive, etc.
- e) Switch off the lights and AC after use to avoid unnecessary consumption of electricity.
- f) Make sure you arrange the chairs, etc. and keep the studio neat and clean
- g) Any students found misusing the facility (listening to song, downloading videos, using studio for their personal projects) will not be allowed to use this facility for any future college assignment/projects.

Declaration

We undertake the full responsibility in case of any damage or disturbance during our use of the Studio.

Sincerely, _____ (Full name, Signature & date)



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

APPLICATION FOR MEDICAL LEAVE

From: _____
Student ID Number: _____
Class / Div: _____
Roll No: _____
Address _____

Date: _____

The Principal
DGMC – Malad West.

Dear Sir / Madam,

I could not attend my regular classes from _____ to
_____ (both days inclusive) on account of the following
illness _____

I have remained partially / totally absent from the _____
_____ Examination / Test held on _____ to
_____ on account of the following health problem

Medical Certificate dates _____ issued by Dr.
_____ as required by rules is attached.

Yours faithfully,

(Signature of Student)

(Countersign of Parent / Guardian)

RULES:

1. Fully completed and signed application form should be given in the office during office hours on any working day within **THREE DAYS** of resuming attendance.
2. The medical certificate submitted does not amount attending classes or examination or test. It only explains the medical condition of student
3. Medical Certificate ~~with~~ without specifying the exact dates should not be accepted.
4. If student is absent for more than three days, details of medical report, pathology test, X-ray reports, etc. should be submitted.



From: _____

Address: _____

Date: _____

To,
The Principal
Deviprasad Goenka Management College of Media Studies
RSET Campus, SV Road, Malad West, Mumbai – 400 064

SUBJECT: APPLICATION FOR NO OBJECTION CERTIFICATE

Respected Sir / Madam,

I, Mr. / Ms. _____, student of your college is / was studying in Class: _____ DIV: _____ Roll No. _____, during the Academic Year: _____ . PRN No. _____

I intend to join _____ college / institute during the Academic Year _____ for that I wish to apply for the same.

I am submitting the following photocopy of the documents (Mark-sheet / Fee Receipt / I-Card)

1. FYBAMMC / FYBAFTNMP
2. SYBAMMC / SYBAFTNMP

Signature of the Parents _____ Signature of the students: _____
Signature of Principal: _____ Date: _____

Receipt No. _____ Date _____ Amount _____



From: _____

Address: _____

Mobile No. _____

Date: _____

To,
The Principal
Deviprasad Goenka Management College of Media Studies
RSET Campus, SV Road, Malad West, Mumbai – 400 064

SUBJECT: APPLICATION FOR TRANSCRIPT

Respected Sir / Madam,

I, Mr. / Ms. _____, student of your college is / was studying in Class: _____ DIV: _____ Roll No. _____, during the Academic Year: _____, PRN No. _____

State reason for obtaining a Transcript:

I have applied for the following examinations (Please specify):

(JAM/CLAT/GATE/GMAT/CAT/GRE/TOEFL/CIVIL SERVICES/STATE GOVERNMENT EXAMINATION) and cleared in the year _____.

I am submitting the following photocopy of the documents (Mark-sheet of all semester / Fee Receipt / I-Card)

1. FYBAMMC / FYBAFTNMP
2. SYBAMMC / SYBAFTNMP
3. TYBMM / TYBAMMC / TYBAFTNMP
4. MACJ – Part I / II
5. MAFTNMP – Part I / II

Name & Signature of the student: _____

Signature of Principal: _____ **Date:** _____

Official Use:

Receipt No. _____ Date _____ Amount _____

Fees: Rs. 1500/- for 3 copies. Additional copies at Rs. 250/- per copy.

Details of Institution for further Education

Name of the Institution / University:

Name of the Town, City & Country:

Date of Entrance Exam:

Date of Admission:

Other Information: Please specify, Why the transcript is required?

Place: Mumbai

Date: _____

Signature of the Applicant



From: _____

Address: _____

Tel: _____

Date: _____

To,
The Principal
Deviprasad Goenka Management College of Media Studies
RSET Campus, SV Road, Malad West, Mumbai – 400 064

SUBJECT: APPLICATION FOR BONAFIDE CERTIFICATE

Respected Sir / Madam,

I, Mr. / Ms. _____, student of your
college is /was studying in Class: _____ DIV: _____ Roll No. _____,
during the Academic Year: _____, PRN No. _____

I kindly request you to provide a Bonafide Certificate for the following reasons (State your reason below):

Sincerely,

Name:
Contact No.
Email ID:

Signature of the Parent _____ **Signature of the student :** _____

Signature of Principal: _____ **Date:** _____

Fess: Rs. 100/- per each copy



Name of the Student.....

Contact No. :

To,
The Principal
RSET 's DGMCMS
R.S. Campus, S.V. Road, Malad (West),
Mumbai – 400 064

SUB : ID CARD

Respected Sir / Madam,

I, Mr./Ms FY/SY/TY

Div Roll No have not received my ID Card for the following reasons (Please tick)

1. New Student
2. Late Admission
3. Transfer / Drop Student
4. Change of Roll No.
5. Change of Div.
6. Other: _____

Yours faithfully,

.....
Signature of the Student



Name of the Student:.....

Contact No. :.....

Date: _____

To,
The Principal
RSET's DGMCMS
R.S. Campus, S.V. Road, Malad (West),
Mumbai – 400 064

SUB : **Security Deposit Refund**

Respected Sir / Madam,

I, Mr./Ms.....hereby request you to

Refund my Deposit, which I had paid during the First Year admission vide -

Receipt No..... dated In the class of FY..... Div.....Roll No.....

Yours faithfully,

.....
Signature of the Student

Please provide the following Bank details –

Name of the Bank :

Bank Saving A/c. No. : **IFSC Code**

Encl :

- 1] Original Fees Receipt (All Years)
- 2] Cancel Cheque

.....
OFFICE USE

Received application for refund of Security Deposit from

Ms/Mr..... of Class

FY Div.....Roll No..... Receipt No.....Date

Date :

Receiver's Signature



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

From: _____

Address: _____

Mobile No. _____

Date: _____

To,
The Principal
Deviprasad Goenka Management College of Media Studies
RSET Campus, SV Road, Malad West, Mumbai – 400 064

SUBJECT: APPLICATION FOR LETTER OF RECOMMENDATION

Respected Sir / Madam,

I, Mr. / Ms. _____, student of your college is / was studying in Class: _____ DIV: _____ Roll No. _____, during the Academic Year: _____.

I intend to prepare (reason) _____ during the academic _____ for that I wish to apply for the same.

I am submitting the following photocopy of the documents (Mark-sheet / Fee Receipt / I-Card/ Draft)

Recommended by:

Sr. No.	Recommended by Faculty Name	Signature

Note: Kindly provide draft of the content required in the letter.

Name & Signature of the student: _____

Official Use:

Receipt No. _____ Date _____ Amount _____

Fees: Rs. 100/- per copy of LOR / per faculty.



ADMISSION CANCELLATION FORM

Date: _____ Division: _____ Roll No.: _____

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

DETAILS OF THE STUDENT

Name of the Student: _____ Class: _____
(Write in **BLOCK** letters – please start with **Surname First**)

Receipt No.: _____ Date: _____ Amount: _____

Address: _____

Phone No.: _____ Email ID: _____

Bank Name: _____ Branch: _____

S. B. Account No. _____ IFSC Code: _____

REASON FOR CANCELLATION

Indicate your reason for cancellation in space provided below:

Signature of the Student: _____ Signature of the Parent _____

COLLEGE USE ONLY

Head of the College Remarks for Cancellation: _____

Signature of Principal: _____

Signature of Course Coordinator: _____

Approved by: _____ Date: _____ Comments: _____

Signature of Approver: _____

Office Staff Signature & Date: _____ Entered in ERP by: _____ Date: _____



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

Library & Caution Money Deposit

Respected Sir / Madam,

I, Mr./Mshereby request you to refund of Library
and Caution Money Deposit which I had paid during the First Year admission vide- Receipt No.....
dated.....in the class of FY Div Roll No

Yours faithfully,

.....
Signature of the Student

Please provide the following Bank details –

Name of the Bank:

Bank Saving A/c. No. :..... IFSC Code

Encl :

- 1] Original Fees Receipt of Sem I, Sem III & Sem IV
- 2] Xerox copy of Bank Pass Book (1st Page) or Cancel Cheque xerox

Received application for refund of Library and Caution Money Deposit from:

..... of Class
FY Div Roll No Receipt No..... Date

Date :.....

Receiver's Signature



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

Requisition Form for PDSA Turf

Dated:

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the **PDSA Turf**.
 The details are as follows:

Sr. no.	Name of the student	Class/Div/Roll. No.	Sr. no.	Name of the student	Class/Div/Roll. No.
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

Additional Information: _____

Date: _____ **Time: from** _____ **to** _____

Turf A / B / C: _____ **Sport Played:** _____

- 1) Name & Signature (Faculty-in-charge): _____
- 2) Signature (Principal/Program Coordinator / Registrar) _____

Note:

- a) All students must carry their ID card.
- b) Students must ensure that there shall be no disturbance or damage of the turf.
- b) Maintain Decorum: No unruly behavior or screaming will be tolerated
- d) Any students found misusing the facility (listening to music, Video shooting or using the turf for their personal projects) will not be allowed to use this facility in future.

Declaration

We undertake the full responsibility in case of any damage or disturbance during our use of the Turf/s.

Sincerely, _____ (Full name, Signature & date and Mobile number)

DAY AND TIME ALLOTTED FOR THE TURF

TURF	DAY	TIMINGS
C	MONDAY	1PM TO 2PM
B	TUESDAY	10AM TO 12NOON
C	THURSDAY	12NOON TO 1PM
C	FRIDAY	8AM TO 10AM
B	SATURDAY	10AM TO 12NOON
C	SATURDAY	1PM TO 2PM



Institutions



Kudilal Govindram Seksaria
sarvodaya school
INSPIRE, INVENT, INITIATE



Kudilal Govindram Seksaria
english school
INSPIRE, INVENT, INITIATE



Ramniwas Bajaj
english high school
UNLEASH YOUR POTENTIAL



Mainadevi Bajaj
International school
GIVING WINGS TO YOUR DREAMS



Durgadevi Saraf
junior college
IN PURSUIT OF EXCELLENCE



Ghanshyamdas Saraf
college of arts & commerce
EDUCATION EMPOWERS



Kirandevi Saraf
Institute of complete learning
WIDENING HORIZONS



Durgadevi Saraf
Institute of management studies
WE CREATE LEADERS



Durgadevi Saraf
global business school
LEARN AND INSPIRE



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



Ladhidevi Ramdhar Maheshwari
night college of commerce
ENLIGHTENING FUTURE



Ramdhar Maheshwari
career counseling centre
STEERING TO SUCCESS



Kunjbihari S. Goyal
online academy
LEARNING BEYOND BOUNDARIES



Draupadidevi Sanwamal
women's hostel
HEAVENLY DOMICILE



Pravinchandra D. Shah
sports academy
FITNESS REGIME



Vishwanath Podar
study centre
INTELLECTION HUB



Mainadevi Bajaj
international playschool
YOUNG EVOLVING MINDS



Jankidevi Bilasrai Bubna
boys hostel
A WISE HIVE



Nalini Shah
music academy
MUSICAL HARMONY



Rajasthani Sammelan
skill development centre
SCULPTING SKILLS

Endowment Funds & Research Chair



Remsons Group
management research centre
MANAGEMENT RESEARCH



I R B
scholarship endowment fund
HONOURING EXCELLENCE



B K T
endowment freeship fund
FOSTERING KNOWLEDGE



Jankidevi Bilasrai Bubna
endowment freeship fund
EMBOLDENING STRENGTHS

Facilities



Dhurmal Bajaj
bhavan
COMMUNITY PARADISE



Durgadevi Saraf
hall
TREASURING MEMORIES



Trivenidevi Deora
chikitsa sahayata kosh
HELPING TO HEAL



Ramnarayan Saraf
educational outlet
ONE STOP EDU-SHOP



Vijay Pal Singh
health centre
WEALTH OF WELLBEING



Kirandevi Saraf
library and reading room
WORLD OF KNOWLEDGE



Rajasthani Sammelan
I.T. hub
LINKING GLOBALLY



Rajasthani Sammelan
food court
FOOD FOR THOUGHT