

RSET's



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

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

Serial No	Name
1.	College Policy on Student Grievances
2.	Zero Tolerance Policy Notice
3.	Display of Anti-Ragging posters across campus
4.	Minutes of the meeting of Grievance committee
5.	Instances of Students Grievances



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RSET's



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

## **1. Grievance Policy**

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

### **1.1 Grievance Redressal Mechanism**

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

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

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

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

### **1.1.1 Process**

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

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

### **1.1.2 Workflow**

The objective is to achieve redressal for student grievances.

The Principal is the apex authority for grievance redressal.

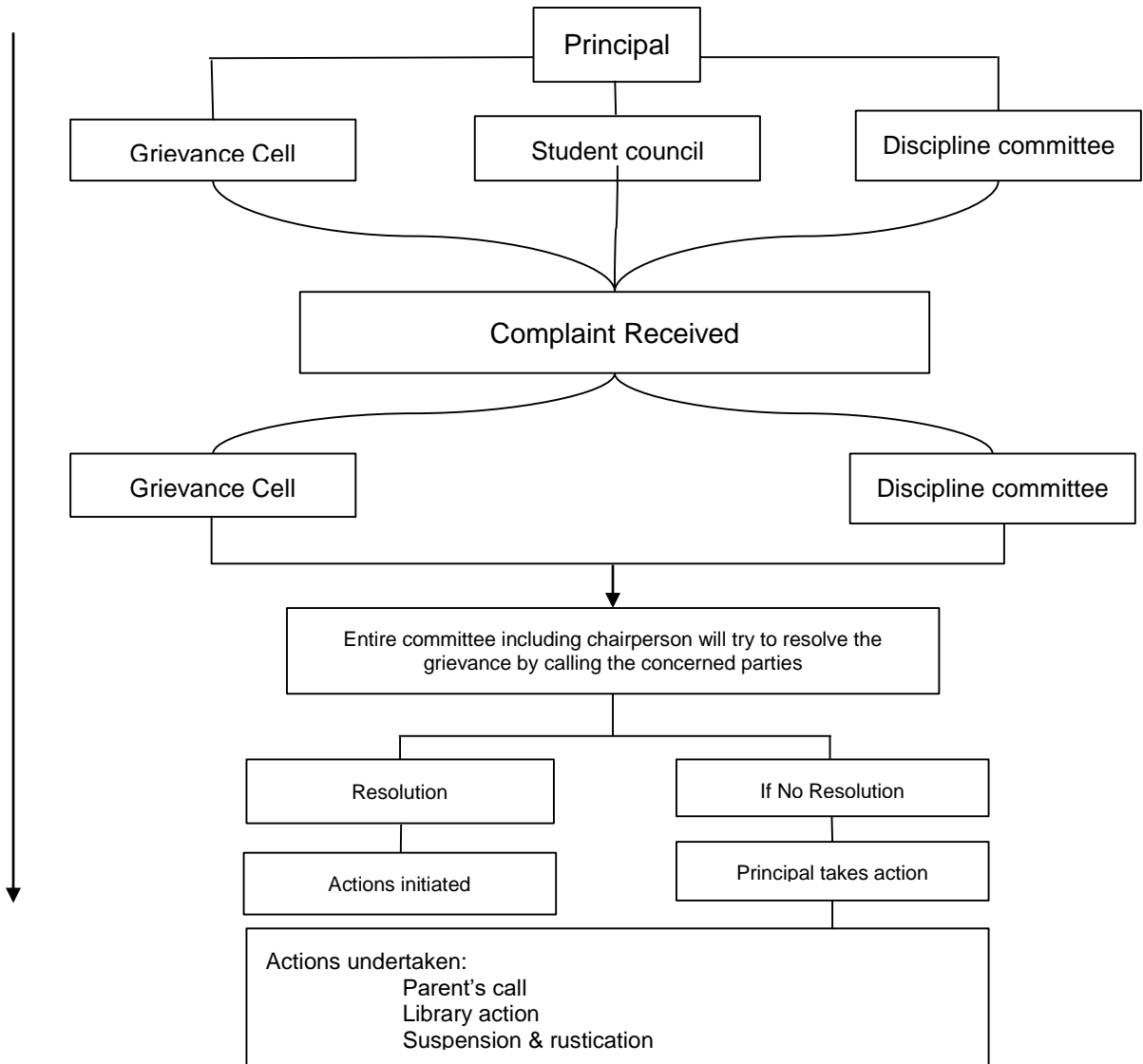
The redressal mechanism, then, gets divided into 3 bodies namely Grievance Committee, Student's Council and the Discipline committee.

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

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

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

**Student Grievance Redressal Flowchart**



## **1.2 Internal Complaints Committee**

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

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

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

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

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

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

### 1.2.3 Functions of the Committee

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

### 1.2.4 Goals of the Committee

The Cell seeks to achieve

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

### 1.2.5 Preventive steps

It will be the endeavor of the committee:-

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

## **1.2.6 Remedial**

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

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

## **1.2.7 Procedure for registering Complaints**

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

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

### **1.2.8 Enquiry Procedure**

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

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



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

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

### **1.3 Anti Ragging Committee**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## COMPOSITION OF COMMITTEES (2023-24)

### Composition of Grievance Redressal Committee

1.	Prof. Divya Narang	Chairperson
2.	Prof. Viraj Bandekar	Member
3.	Prof. Ziegler Colaco	Member Secretary

### Composition of Discipline Committee

1.	Prof. Chandroday Ghosh	Chairperson
2.	Prof. Deveeka Shetty	Member
3.	Prof. Ziegler Colaco	Member

### Composition of Anti Ragging Committee

1.	Prof. Chandroday Ghosh	Chairperson
2.	Mr. Yashwant Baing	Member
3.	Ms. Sarika Shah	Member

## Composition of Internal Complaints Committee

1.	Prof. Divya Narang Tinna	Presiding Officer (senior female faculty)
2.	Prof. Deveeka Shetty	Faculty member- teaching
3.	Prof. Prasoon Prabhakar	Faculty member- teaching
5.	Ms. Sunita Cordeiro	Non-teaching employees
6.	Ms. Angel Bhatt	Student (UG)
7.	Ms. Chetna Shastri	Student (PG)
8.	Dr. Yogini Sheth	NGO Member



*Abhinav*

RSET's



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

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

Notice: 1101/2023

17<sup>th</sup> July 2023

## **NOTICE**

### **Zero Tolerance Policy**

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

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

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



**Dr. Ameet Vora**  
Principal



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

## SAY **NO** TO RAGGING

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

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

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

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

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## Women Development Cell & Internal Complaints Committee

### Sexual Harassment of Women at Workplace

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

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

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



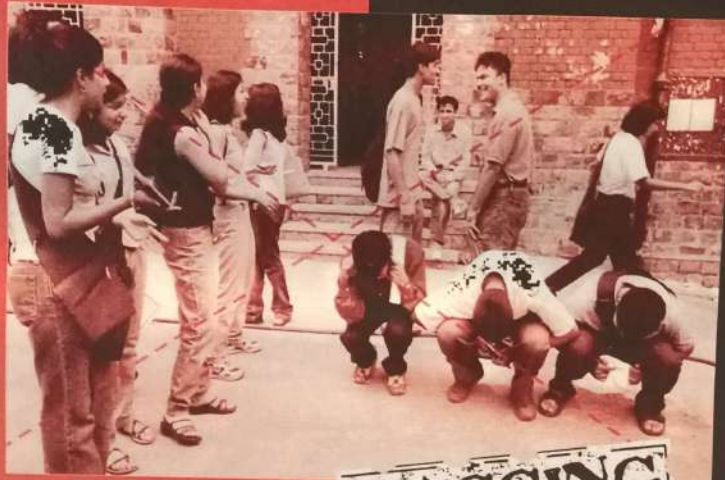
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# DON'T RAG, JUST INTERACT



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

**RAGGING**  
IN ANY FORM IS  
PUNISHABLE

## Are you being ragged ?

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

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Join hands to make your campus ragging free



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GET EXCLUSIVE ACCESS OF EVENTS  
BE A PART OF THE ORGANIZING TEAM  
UNCOVER THE REAL-WORLD CHALLENGES & OPPORTUNITIES  
JOIN HANDS FOR THE BETTERMENT OF THE SOCIETY



ROTARACT: BECAUSE AVERAGE IS NOT IN OUR VOCABULARY

ers



Download ANTI RAGGING App

# SAY NO TO RAGGING

# YES TO JOYFUL CAMPUS

**What is Ragging?**  
Any Act Resulting in:

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

**A STUDENT INDULGING IN RAGGING CAN BE:**

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing Scholarship/Fellowship and other benefits
- Withdrawing from appearing in any test/ examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international level tournaments or sports festival etc.
- Collective punishment when the person committing or abetting the crime of ragging are not identified the institution shall reach to collective punishment as a deterrent to ensure community pressure on potential raggers

Immediately call  
UGC Anti Ragging Helpline  
1800-100-0822 (24x7 toll free)  
or send an e-mail to helpline@antiragging.in

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**Foolishly I ragged & got suspended**

Will I get prosecuted?  
What about my Job prospects?

**SAY NO TO RAGGING**

Download **ANTI RAGGING** App

**MY FUTURE IS A BIG ?**

*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.  
Are You Being Ragged ?  
Immediately call UGC Anti Ragging Helpline- 1800-180-5522 (24x7 Toll Free)  
Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)

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Club of DGCMMS

THE ROTARACT CLUB OF DEVIPRASAD GOENKA MANAGEMENT COLLEGE OF MEDIA STUDIES



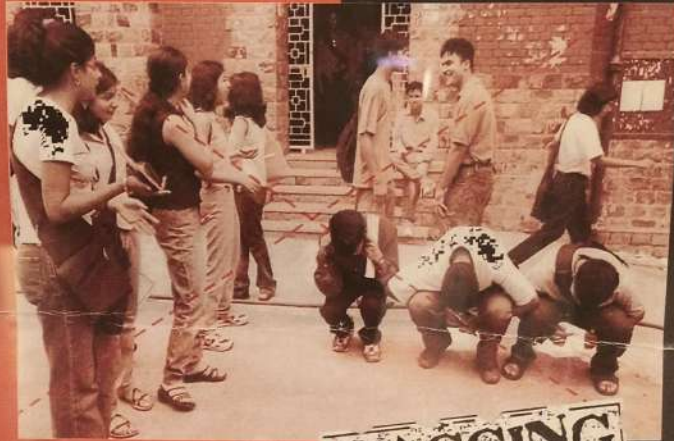
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DECEMBER  
SATURDAY 20

# DON'T RAG, JUST INTERACT



Visit UGC website i.e.  
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## **GRIEVANCE COMMITTEE MINUTES OF THE MEETING**

**Date:** 3rd November 2023

### **AGENDAS OF THE MEETING:**

#### **Agenda 1: Confirmation of payment of fees requested by Riddhi Dalal**

- Ms. Riddhi Dalal sent a mail on 3rd June 2023, requesting confirmation of her fee payment as she did not receive a receipt despite paying in full.
- The committee reviewed her case and confirmed the payment records from the accounts department.
- A duplicate fee receipt was sent to Ms. Dalal, and the issue was resolved.

#### **Agenda 2: Stream change requested by Srashti Dhuria**

- Ms. Srashti Dhuria requested a change from the Journalism stream to the Advertising stream for TYBAMMC on 3rd June 2023.
- After verifying her eligibility and availability of seats in the Advertising stream, the committee approved her request.
- She was informed of the procedural requirements for the stream change.

#### **Agenda 3: Application for a No Objection Certificate (NOC) by Danica Mendes**

- Ms. Danica Mendes applied for a No Objection Certificate on 3rd October 2023.
- The committee assessed her academic and disciplinary records and found them satisfactory.
- The NOC was issued, and Ms. Mendes was informed accordingly.

The meeting concluded with all cases addressed satisfactorily.



*Handwritten signature*

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## **GRIEVANCE COMMITTEE MINUTES OF THE MEETING**

**Date:** 7th April 2024

### **AGENDAS OF THE MEETING:**

#### **Agenda 1: Revalidation of L.D certificate requested by Om Sathye**

- Mr. Om Sathye applied for revalidation of his Learning Disability (L.D.) certificate on 18th December 2023.
- The committee reviewed his application and directed him to submit the required updated documents for revalidation.
- Once the documents were submitted, the L.D. certificate was successfully revalidated.

#### **Agenda 2: Name change in college records requested by Anastasia Kinny**

- Ms. Anastasia Kinny applied for a name change in college records post-marriage on 21st March 2024.
- The committee verified her supporting documents, including the marriage certificate, and approved the change.
- Her updated name was reflected in all official college records.

#### **Agenda 3: Name update as per Gazette requested by Ashok Javeri**

- Mr. Ashok Javeri applied for an update of his name in college records as per the Gazette of India on 6th April 2024.
- The committee verified the Gazette notification and approved the name update.
- His records were updated accordingly, and he was informed of the completion of the process.

The meeting concluded with all grievances resolved appropriately.



**Fwd: Regarding conformation of fee**

1 message

Principal DGMCMS <principal@dgmcms.org.in>

Mon, Jun 5, 2023 at 10:40 AM

To: Sarika Shah <sarika.shah@dgmcms.org.in>, Devendra Koli <devendra.koli@dgmcms.org.in>

pfa

----- Forwarded message -----

From: Riddhi Dalal <riddhi.dalal2005@gmail.com>

Date: Sat, Jun 3, 2023 at 6:29 PM

Subject: Regarding conformation of fee

To: <info@dgmcms.org.in>

I have already paid my fees but I haven't got the confirmation mail yet .following are the details of the money debited from my account. I further hope you send me the confirmation of the same .  
Thank you.

Warm Regards

Dr. Ameer Vora

Principal

Deviprasad Goenka Management College of Media Studies,

RSET Campus, Malad (W), Mumbai 400 064

Cell- +91 9820007074

*Mailed June on  
Riddhi.dalal2005@  
gmail.com*

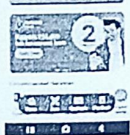
2 attachments



IMG-20230603-WA0049.jpg  
87K



IMG-20230603-WA0048.jpg  
93K



To  
The Principal  
Devi Prasad Goenka College  
Malad West  
Mumbai

DGMC	
INWARD	
NUMBER	9888
DATE	3/6/23
SIGN	<i>[Signature]</i>

3<sup>rd</sup> June 2023

Subject: Requesting to give priority to Advertisement  
as subject.

Dear Mam,

I, Srashthi Dhoria currently taking admission for 3<sup>rd</sup> year  
in Mass Media in batch June 2023 request you to  
please choose me in advertisement and not in the  
latter. Keeping it the priority, I promise to do well in it.

Thanking You,

Yours Sincerely,  
Srashthi Dhoria

Ph No. 9152202915

*Srashthi*

*Sarika Mam*  
*please check & as per*  
*do not need for name only.*  
*AV 2/6/23.*



DGMG	
INWARD	
NUMBER	10387
DATE	3/10/23
SIGN	<i>[Signature]</i>

Page No.	
Date	

3/10/23

To,  
The Principal,  
Deviprasad Goenka,  
Management College

Sub-Application for No objection  
certificate

Respected Ma'am,

I Danica Mendes, pursued  
BAMMC course in your college. As my  
6<sup>th</sup> Sem result was declared recently,  
I need the 6<sup>th</sup> Sem marksheet and  
special certificate from Mumbai University  
which requires NOC from college to  
review the above mentioned documents.

I kindly request you to grant me  
the NOC as soon as possible as  
I have to leave abroad for my  
further studies.

Thank You

Your Sincerely

Danica Mendes

*[Signature]*

*[Signature]*

Contact - 9819363307

see check  
and by  
Dass

Dr. Rajan  
Dombivli (W)

To,  
principle,  
DGMCC college,  
Malad west,  
Mumbai 64.  
Date - 18/12/2023

DGMCC	
BOARD	
NUMBER	10599
DATE	21/12/24
SIGN	<u>[Signature]</u>

Subject :- Request to get Letter from Institute for Revalidation of LD certificate.

Myself Suvarna R. Shetye, mother of Om R. shetye. He is studying in 1st year of BAFTNMP course. we have submitted LD certificate at the time of admission. (LD 164/2018)

But as per rule, LD certificate needs revalidation once the child is 18 yrs. old. In this case, its a pre-requisite

to get a letter from college / Institute asking for LD revalidation.

So, hereby requesting you to issue us a letter on Institute's letter head stating the requirement of Re-validation of LD certificate.

Hoping for your kind co-operation. Please do the needful at your earliest.

Saika Mam  
AD 21/12/24  
please check & do the needful as per norms

Thanking you,  
[Signature]  
18/12/23

DGMC
INWARD
NUMBER 10820
DATE 21/3/24
SIGN <i>gure</i>

To,

The Principal,

Deviprasad Goenka Management College of Media Studies,

Malad west,

Mumbai- 400064

Subject: Request for Name change.

Respected madam,

I, Anastasia Kinny from FYBAMMC - A- 35 had to inform you that I have changed my name after marriage to Anastasia Durga Darshan Bangare. I have a valid gazette copy attached to this application.

I request you to please look into this for me.

Thanking you.

Regards,

Anastasia Kinny

9619500631.

*ASKinny*

GM231047

*Devendra Si  
Savita Nam  
Please do the needful  
and comply  
AD 21/3/24*

DGMC  
INWARD  
NUMBER 10865  
DATE 06/04/24  
SIGN [Signature]

Date: / /

JAVERI Ashok Kumar T.

1603, VIKRA

YVCHS ROAD ANKUR SH

(Chandivati Andheri E)

6-4-2024.

To

The Principal

DGMC, S.V. ROAD

MARAD W

MUMBAI 400084

Subject:- KINDLY UPDATE MY NAME AS PER GAZETTE  
OF NAME CHANGE

BAFTAMP SY Roll No 17

Dear Madam,

I am student of BAFTAMP SY Roll No ~~17~~

7022017

I have updated my name in Gazette to  
ASHOK KUMAR TEJUMAR JAVERI

and have submitted all the required documents.

As my hall ticket still mentions my earlier name  
kindly update the same.

Thanking You

Yours Sincerely

[Signature]

JAVERI Ashok Kumar T.  
9833061797

Savitkarmani

Devendra Sir

please do the  
needful

06/04/24