

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

Criterion 6 - Governance, Leadership and Management.
6.1 Institutional Vision and Leadership.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management.

Sr. No.	Content
1.	Strategic Plan and Deployment 1. Standard operating procedure 2. Sample Activities
2.	List of Committees 1. Governing Body
	2. Institutional Bodies
	3. IQAC Members
3.	Minutes of Meeting of various Committee



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1. Standard operating procedure

The objective of this Standard Operating Procedure (SOP) is to decentralize the clubs and committees in the college, involving all the staff, including students and various clubs, to promote active participation and ownership in the decision-making process and execution of activities

2. Sample activities

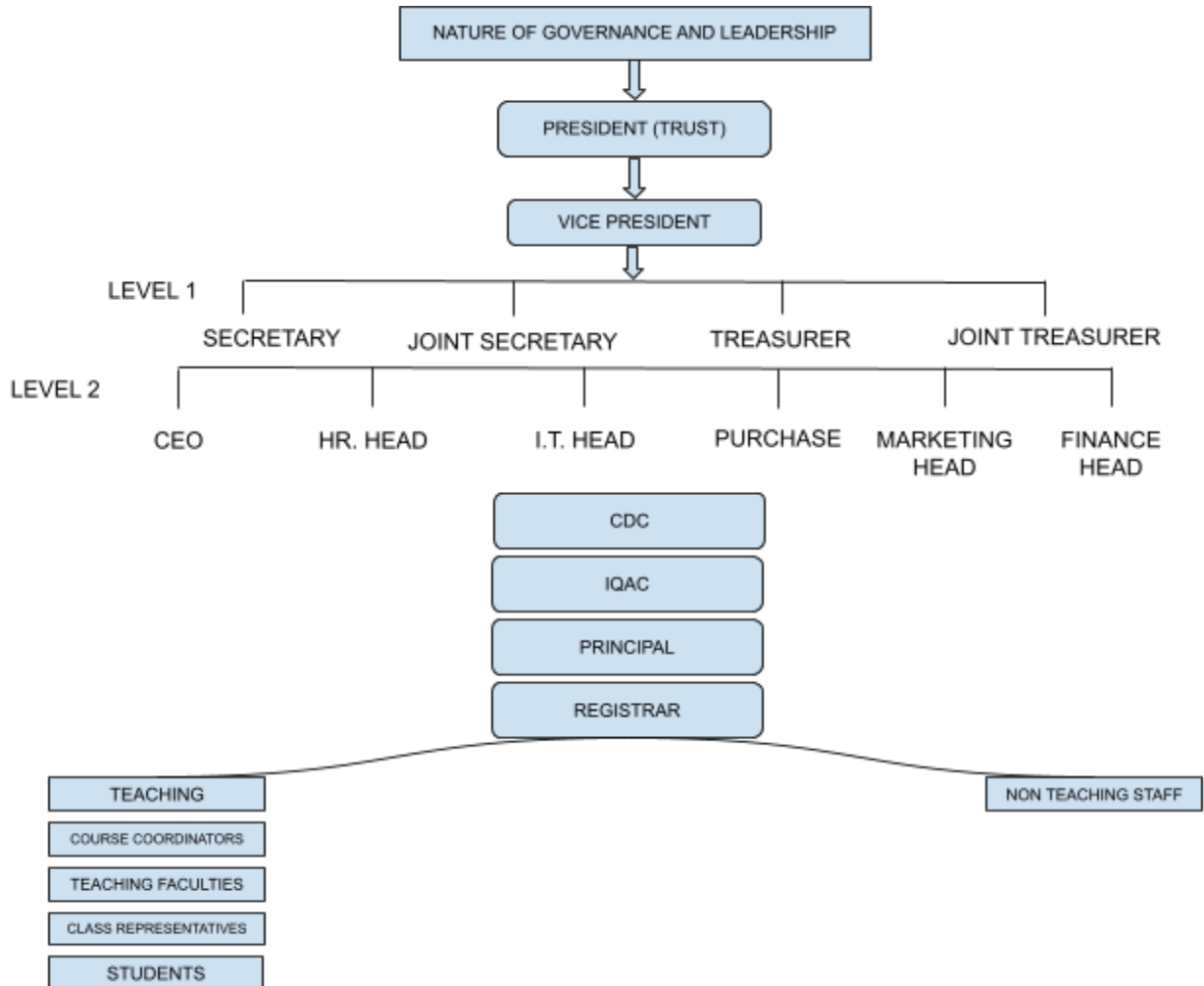
1. Annual December Fever.
2. Annual Day



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- List of Committees (AQAR)
 - a. Governing Body



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b. Institutional Committees: (2023-24)

The Institutional Committee at Devi Prasad Goenka Management College (DGMC) plays a key role in overseeing the college's governance and ensuring the smooth functioning of academic and administrative operations. Its core functions include:

1. **Academic Coordination:** Ensuring that curriculum delivery aligns with university guidelines and promoting academic excellence.
2. **Student Support:** Addressing student grievances, welfare, and support services.
3. **Event Planning:** Overseeing the planning and execution of cultural, academic, and extracurricular events.
4. **Quality Assurance:** Monitoring institutional performance and recommending improvements in teaching, infrastructure, and student services.
5. **Compliance:** Ensuring adherence to Mumbai University regulations and accreditation standards.

The committee functions as a bridge between management and students, driving institutional development and maintaining a conducive learning environment.



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Standard Operating Procedure:

Objective: The objective of this Standard Operating Procedure (SOP) is to decentralize the clubs and committees in the college, involving all the staff, including students and various clubs, to promote active participation and ownership in the decision-making process and execution of activities.

Scope: This SOP applies to all the clubs and committees in the college.

Responsibilities:

The HOI will oversee the decentralization process and provide the necessary resources and support and identify staff members to lead and coordinate the clubs and committees in their respective departments.

The students will actively participate in the clubs and committees and take ownership of the activities.

Process:

- Formation of clubs and committees: The HOI will identify the clubs and committees required for the college and delegate the responsibility of forming and coordinating these clubs and committees to the respective department heads.
- Formation of club/committee team: The club conveners will form a team of students who are interested in joining the club/committee.
- Identification of club/committee objectives and activities: The club/committee team will identify the objectives and activities of the club/committee based on the interests and needs of the staff and students.
- Execution of activities: The club/committee team will execute the activities identified by them, with the support and guidance of the department head.
- Evaluation of activities: The club/committee team will evaluate the activities executed by them and provide feedback to the department head for improvement.
- Communication and collaboration: The club/committee team will communicate and collaborate with other clubs and committees in the college for joint activities and events.



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- Report: The department head will make reports of the activities executed by the clubs and committees.
- Recognition and rewards: The HOI will recognize and reward the clubs and committees for their outstanding performance and contribution to the college.

Conclusion:

The decentralization of clubs and committees in the college will promote active participation and ownership in the decision-making process and execution of activities.

The involvement of all the staff, including students, will create a sense of belonging and promote teamwork and collaboration. The SOP provides a framework for the formation, coordination, and execution of activities by the clubs and committees in the college.



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Case studies

1. Annual December Fever.

DGMC's annual "December Fever," organized by the Student Council from December 18th to 23rd, 2023, was a vibrant week-long celebration brimming with creativity, competition, and camaraderie. Themed days, engaging activities, and festive cheer transformed the campus into a lively hub of excitement.

The week commenced with Blazer Day on December 18th, blending elegance with team-building activities and quizzes. Retro Day followed, with interactive Bollywood-inspired games by the Film Society Club and a screening of the iconic Jaane Bhi Do Yaaro. On Red and Black Hat Day, students adorned festive hats, infusing the campus with Christmas cheer.

December 21st and 22nd, White and Blue Day, embraced a nautical theme. Sports tournaments like basketball, badminton, and cricket fostered friendly rivalry, culminating in a trophy ceremony and a heartwarming video montage. The festivities concluded with Personality Contest Day, where students dazzled with talents in singing, dancing, and Shayari, judged by faculty and industry professionals.

Adding to the festivities, students under DLLE's Annapurna Project ran a food stall from December 18th to 20th, serving an array of delicacies. Faculty in charge, Prof. Divya Narang, lauded the team's entrepreneurial spirit.

"December Fever" was a resounding success, uniting the DGMC community in a celebration that left students eagerly awaiting next year's edition.



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Arora

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Arora

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2. Annual Day

On Friday, January 19th, 2024, Deviprasad Goenka Management College of Media Studies (DGMC) celebrated its annual day with the theme "Sanskruithik Tarang - Festivals that Unify, Stories that Inspire." The PDSA Turf became a vibrant stage for cultural harmony and storytelling brilliance, creating unforgettable memories for all attendees.

The event was graced by notable dignitaries, including Shri Amit Rai, director of the acclaimed film OMG, Shri Shailesh Goenka, Member Donor Family, and Shri Ketan Maru, Sr. Vice President - Film Division at Shemaroo Entertainment. Their inspiring words resonated with students, encouraging them to dream big. DGMC's Principal, Dr. Ameet Vora, presented the Annual Report, highlighting the college's achievements over the past year. Talented students were awarded trophies and certificates in categories like direction, writing, dance, and theatre. The Best Student Award was conferred upon Mr. Sanman Hutgikar, who delivered a heartfelt speech of gratitude.

The cultural extravaganza, meticulously choreographed by Ms. Punita and Khushali Hirani, showcased India's festivals through dazzling performances. Themes of unity and environmental responsibility were thoughtfully woven into the acts, directed by Parth Sunita Desai.

Behind the scenes, the event's success owed much to the faculty, who meticulously organized and managed various departments, ensuring seamless execution. The evening truly celebrated DGMC's spirit of collaboration and diversity.



Amet Vora

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Arora

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Arora

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Notice: 1231/2023

12th Dec 2023

ANNUAL DAY CELEBRATION COMMITTEE

Following members of the staff are included in the Annual Day Celebration Committee for the AY 2023 - 2024.

Awards Committee

Dr. Ameer Vora Convener
Ms. Nilanksha Sachdev
Mr. Chandrodoy Ghosh
Mr. Yashwant Baing

Prize Distribution Committee

Ms. Nilanksha Sachdev Convener
Mr. Chandrodoy Ghosh Co-convener
Mr. Prasoon Prabhakar
Ms. Sarika Shah
Mr. Devendra Koli
Ms. Sunita Cordeiro
Mr. Suchit Sawant

Entertainment Committee

Dr. Ameer Vora Convener
Ms. Shruti Joshi Co-convener
Mr. Chandrodoy Ghosh
Mr. Viraj Bandekar
Ms. Deveeka Shetty

Hospitality Committee

Ms. Nilanksha Sachdev
Mr. Yashwant Baing
Ms. Sunita Cordeiro
Ms. Sarika Shah

Technical / Stage Committee

Mr. Shalu Balan Convener
Mr. Viraj Bandekar Co-convener
Mr. Chandrodoy Ghosh
Mr. Suchit Sawant
Mr. Devender Koli

Refreshment Committee

Ms. Divya Narang Convener
Mr. Ziegler Colaco
Ms. Sarika Shah
Ms. Rakhi Patekar

All members to take note of their committee allocation.



Dr. Ameet Vora
Principal

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Notice: 1234/2023

13th Dec 2023

NOTICE

December Fever for the AY 2023-2024

The Student's Council is delighted to announce the students week '**December Fever**' from 18th Dec to 23rd Dec 2023.

Students to make a note of the schedule of the December Fever and follow the days, events and dress code planned.

Sr. no.	Date	Day	Event	Organized by	Time	Venue
1	18th December	Monday	Media Mosaic	Rotaract Club	9:30 AM	DGMC
			Blazer Day	Student's Council	-	-
			Skit & Jamming	NSS/Rotaract Club	2:00 PM	Ground Floor
2	19th December	Tuesday	Retro Day	Student's Council	-	-
			Chocolate Day	Student's Council	-	-
3	20th December	Wednesday	Red- Black and Hat Day	Student's Council	-	-

4	21st December	Thursday	Sports Day	Sports Committee	7:00 AM	Turf
			Blue and White Day	Student's Council	-	-
5	22nd December	Friday	Sports Day	Sports Committee	7:00 AM	Turf
			Sun mein Fun	Rotaract Club	12:00 PM	Turf
			Secret Santa	Rotaract Club	3:00 PM	Seminar Hall
6	23rd December	Saturday	Personality Contest	Student's Council	10:00 AM	Saraf Hall
			A Stage for Teachers	Rotaract Club	12:00 PM	Saraf Hall
			Traditional Day	Student's Council	-	-
			Prize Distribution	Student's Council	3:00 PM	Saraf Hall

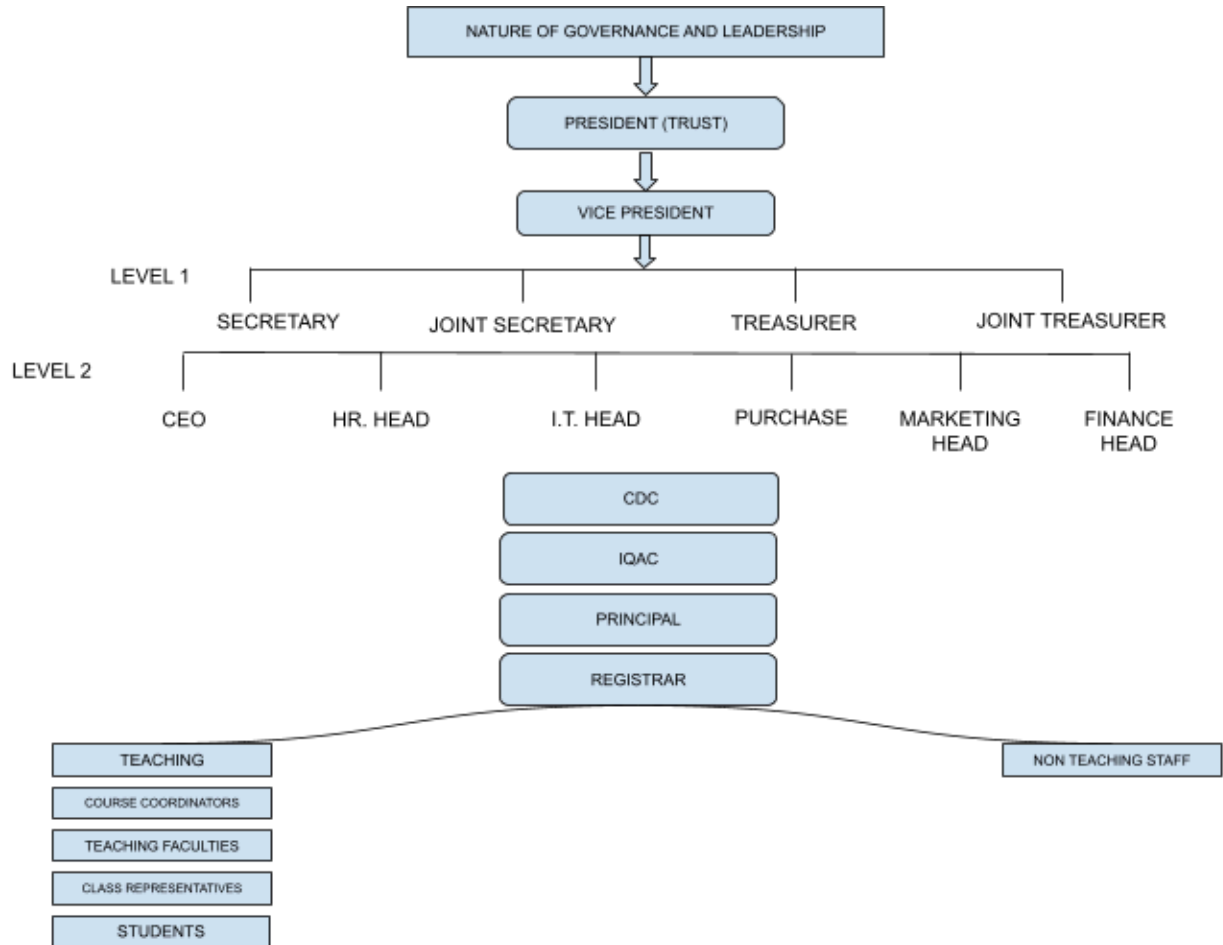
We look forward to your active participation.

Students are requested to enjoy the December Fever week responsibly.



Dr. Ameet Vora
Principal

ORGANISATIONAL BODIES OF DGMC



RSET's



**Deviprasad Goenka
management college of media studies**

INDIA'S PREMIER MEDIA SCHOOL

DGMC INSTITUTIONAL COMMITTEES

2023-2024

(03.01.2024)

DGMC INSTITUTIONAL COMMITTEES

NOTE:

- Nilanksha Sachdev has been appointed as the Staff Secretary for the academic year 2023 - 2024.
- **Course Coordinator:**
 - BAMMC & MA (J&MC) – Ms. Nilanksha Sachdev
 - BAFTNMP & MA (MC-FTNM) – Mr. Chandroday Ghosh

I. Admission Committee

Convener	Dr Ameer Vora - Convener
Co-convener	Yashwant Baing, Registrar – DGMC
Scrutiny and document Verification Committee:	For BAMMC (ALL Forms) <ul style="list-style-type: none">a. Nilanksha Sachdevb. Deveeka Shettyc. Viraj Bandekar For BAFTNMP (ALL Forms) <ul style="list-style-type: none">a. Chandroday Ghosh
Non-Teaching Staff: Computer /ERP entry	a. Devendra Koli - BAMMC b. Shravani Vichare - BAFTNMP c. Sarika Shah - MACJ, MAFTNMP & PGP Suchit Sawant - computer help desk For students with queries in computer lab
Student Help Desk	Sanman Hutgikar Anusha Mhatre Asmi Kadam
IT Help Desk	Siddhesh Patil

II. Attendance Committee

Chairperson	Nilanksha Sachdev
	Viraj Bandekar
	Ziegler Colaco
	Devendra Koli

III. Examination Committee

Chairperson	Nilanksha Sachdev
	Prasoon Prabhakar
	Deveeka Shetty
	Sarika Shah
	Suchit Sawant

IV. Discipline Committee

Chairperson	Chandroday Ghosh
	Deveeka Shetty
	Ziegler Colaco

V. CAP Committee

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

VI. Students Grievance Redressal Committee

Chairperson	Divya Narang
Member	Viraj Bhandekar
Member Secretary	Ziegler Colaco

VII. Unfair-means Inquiry Committee

Chairperson	Chandroday Ghosh
Members	Divya Narang
	Yashwant Baing

VIII. Anti-ragging Committee

Chairperson	Chandroday Ghosh
	Yashwant Baing
	Sarika Shah

IX. IQAC Committee:

IQAC Co-coordinator	Nilanksha Sachdev
	Divya Narang – Criteria 1 (Curricular Aspects)
	Deveeka Shetty – Criteria 2 (Teaching Learning & Evaluation)
	Divya Narang – Criteria 3 (Research, Innovations & Extensions)
	Nilanksha Sachdev – Criteria 4 (Infrastructure)
	Viraj Bandekar – Criteria 5 (Student Support & Progression)
	Chandroday Ghosh – Criteria 6 (Governance Leadership & Management)
	Nilanksha Sachdev – Criteria 7 (Institutional Values & Best Practices)
	Yashwant Baing
	Sarika Shah
	Sunita Cordeiro

X. Library Committee:

Chairperson	Rakhi Patekar
	Prasoon Prabhakar
	Divya Narang

XI. Training & Placement Cell Committee:

Chairperson	Dr. Ameer Vora
	Shravani Vichare
Teachers for training sessions	Nilanksha Sachdev
	Divya Narang
	Deveeka Shetty
	Ziegler Colaco

XII. WOMEN DEVELOPMENT CELL

Chairperson	Divya Narang
	Prasoon Prabhakar
	Deveeka Shetty
	Sunita Cordeiro
	Suchit Sawant
	Student Representative: CR – BA FTNMP CR – BAMMC – Anusha Mahtre CR – MACJ – Chetna Shastri CR - MAFTNMP
NGO	Dr. Yogini Sheth

XIII. Student Council Committee

Chairperson	Nilanksha Sachdev
	Chandroday Ghosh
Student Council President	Sanman Hutgikar

XIV. Scholarship / Free-ship Committee

Chairperson	Yashwant Baing
	Chandroday Ghosh
	Vinayak Nagula

XV. Cultural Committee :

Chaiperson	Deveeka Shetty
	Divya Narang
	Chandroday Ghosh

XVI. NSS Committee:

Chairperson	Viraj Bandekar
	Deveeka Shetty
	Prasoon Prabhakar
	Shravani Vichare

XVII. Green Club

Faculty Coordinator	Divya Narang
President - SYBAFTNMP	Divya Mahapatra
Vice President - SYBAMMC	Murtuza Botadwala
Campaign Coordinator - SYBAMMC	Mohd Yusuf Zubair Chouhan
Documentation Coordinator - SYBAMMC	Alisha Pereira

XVIII. Rotaract Committee:

Chairperson	Nilanksha Sachdev
	Ziegler Colaco

XIX. Sports Club:

Chairperson	Viraj Bandekar
	Chandroday Ghosh
	Prasoon Prabhakar

XX. Fine Arts Club:

Chairperson	Deveeka Shetty
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XXI. Seminars/Conferences/ Workshops

Chairperson	Dr. Ameer Vora
	Nilanksha Sachdev
	Divya Narang
	Deveeka Shetty
	Chandroday Ghosh
	Ziegler Colaco
	Viraj Bandekar
	Prasoon Prabhakar
	Sunita Cordeiro

XXII. Literati Club

Chairperson	Divya Narang
	Prasoon Prabhakar
	Deveeka Shetty

XXIII. Film Society

Chairperson	Prasoon Prabhakar
	Chandroday Ghosh
	Rajesh Bhatia

XXIV. Photography & Cinematography Club

Chairperson	Viraj Bandekar
	Chandroday Ghosh
	Pratik Panchmia

XXV. Advertising & Branding Club

Chairperson	Ziegler Colaco
	Prasoon Prabhakar

XXVI. Guest Lecture Series Committee

Chairperson	Dr. Ameer Vora
	Divya Narang
	Sunita Cordeiro

XXVII. Prospectus, Handbook & Magazine Committee

Chairperson	Nilanksha Sachdev
	Chandroday Ghosh
	Divya Narang
	Deveeka Shetty
	Viraj Bandekar
	Ziegler Colaco
	Sunita Cordeiro

XXVIII. Research Cell

Chairperson	Divya Narang
	Nilanksha Sachdev

XXIX. NPTEL

Chairperson	Divya Narang
	Ziegler Colaco

XXX. DLLE

Chaiperson	Divya Narang
	Nilanksha Sachdev

XXXI. Festival – CineVoyage & Media ICE Age

Chaiperson	Dr. Ameer Vora
	Chandroday Ghosh
	Nilanksha Sachdev
	Deveeka Shetty

XXXII. Festival – Intercollegiate

Chaiperson	Deveeka Shetty
	Divya Narang
	Chandroday Ghosh

XXXIII. Electrol Literacy Commiitee

Chaiperson	Viraj Bandekar
	Zieglar Colaco



Dr. Ameer Vora
Principal

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29th Aug 2023

IQAC Committee Meeting

Attendance Sheet

Sr. No.	Name	Signature
1	Dr. Ameer Vora	
2	Yashwant Baing	
3	Divya Narang	
4	Kanchan Luthra	
5	Nilanksha Sachdev	
6	Shalu Balan	
7	Shruti Joshi	
8	Viraj Bandekar	
9	Chandroday Ghosh	
10	Prasoon Prabhakar	
11	Ziegler Colaco	
12	Sarika Shah	
13.	Rakhi Patekar	
14.	Shravani Vichare	

15.	Devendra Koli	DK 29.08.2023
16.	Vinayak Nagula	VN Nagula 29-08-2023
17.	Suchit Sawant	SS Sawant 29/8/23
18.	Sunita Cordeiro	Sunita - 29/8/23

College Development Committee Meeting-Minutes

Day: Saturday

Date: 8th April 2023

Time: 11.00 am

**Venue: Madhoprasad Saraf Seminar Hall,
6th Floor
Room No. 684**

Minutes of the College Development Committee and General Council meeting held on Saturday, 8th April, 2023 at 11.00 a.m
Physical

AGENDA

1.	Opening Remarks by The Chairman
2.	Read & Confirm the minutes of the previous meeting
3.	Action taken Report.
4.	Academic Report
5.	Attendance defaulters
6.	Examination Schedule
7.	To approve the budget for the academic year 2023-24
8.	Future growth
9.	Any other matter with the permission of the Chairman.

Minutes of Meeting held on Saturday 8th April, 2023 at 11.00 am in the Madhoprasad Saraf Seminar Hall.

Attendance: Following members were present for the meeting

The College Development Committee meeting held on 8th April 2023

<u>Sr. No.</u>	<u>Council members</u>	<u>Designation</u>	
1	Shri . Ashok Saraf	V. Chairman	
2.	Shri. Kailash Kejriwal	Secretary	
3.	Shri Narendra Goenka	Donor Trustee	
4.	Shri Jagdishprasad I. Khemka	Member	
5.	Shri Alok Pansari	Managing Comm. Member	
6.	Dr.(Smt) Sunanda Kar	Education Director	
7	Shri Anant Yadnik	CEO, RSET	
8	Shri Sanjay Mishra	G.M.-Finance, RSET	
9	Smt. Hetal Shah	Purchase Manager	
10	Dr. Ajay Agarwal	HR, Manager	
11	Shri Kamal Bagtani	Marketing	
12	Shri Vikas Ahuja`	Marketing	
13	Shri. Ranjit Goraksha	HOD, IT	
14	Dr. Ameer Vora	Member Secretary	
15	Shri Yashwant Baing	Registrar, Invitee	
16	Prof. Srinivasan C.	President Council	Student
17	Ms. Chetna Shastri	President Council	Student
18	Mr. Sanman Hutgikar.	Secretary Council	Student

Leave of Absence:-

- 1) Shri Nandkishore Gupta
- 2) Shri Sunil Kabra
- 3) Shri. Ajay Rungta

Agenda No 1 : Opening Remark by the Chairman

Shri. Ashokji Saraf welcomed all the members of the College Development Council. He thanked the members for their august presence.

Agenda No. 2 : To Read & Confirm the minutes of the previous meeting held on Saturday 10th December 2022,

Shri Ashokji Saraf requested all the members to consider the minutes of the meeting held on 10th Dec. 2022 to be read and confirmed. He further asked if there were any points that were arising from such minutes. All members present confirmed the minutes of the meeting as read and approved. The President requested the Principal to proceed with the next agenda of the meeting. He suggested presenting the Action Taken Report of the suggestion made in the meeting by the members.

Agenda No. 3 : Action Taken Report.

Principal Dr. Vora, presented the Action Taken Report before the Committee members.

- 1) Career guidance workshops & sessions were held for students of XII standard of DSJC. The session covered opportunities in the Media & Entertainment Industry and the various programs that the students can opt for after their standard XII Examination viz. BAMMC, BAFTNMP.
- 2) Career guidance session was also engaged with TYBCom/BMS students of GSCC on Post Graduate program in Integrated Marketing Advertising and Communication & Post Graduate program in Event Management. Industry experts were invited to take up these sessions.
- 3) As per the directives received from University of Mumbai with regards to getting the institute accredited/or to submit SSR before 31st March 23, the college submitted and uploaded the SSR on the 26th March 2023.

Principal further informed about the plan for NAAC accreditation. She also informed that preparation for the files and data compilation with supporting documents for the assessment period 21017-18 to 2021-222 shall commence from the end of the March, 2023.

Agenda No. 4 Academic Report for the period – December 2022 to April 2023.

Dr. Vora presented the Academic report as under

Academics Activities**DGMC celebrated its Sports day on 23rd & 24th Dec. 2022**

The occasion was graced by Chief Guest Ms. Kranti Salvi (Berlin Guinness World record holder, the Guest of Honour was Ms. Nandini Sharma (A mountaineer) and our CEO Capt. Anant Yadnik. The show began with an astounding and energetic performance of Dhol Pathak and Lezim. Our own students, TYBAMMC student Ms. Saloni Wadke and FYBAMMC student Ms. Pooja Shah demonstrated their skills in gymnastics and Wushu Kung Fu respectively. The symbolic sports torch, representing sportsmanship and spirit of fair play, was lit and carried across the college campus by our FYBAFTNMP student, Mr. Nachiket Chonkar.

Annual Day-11th Jan 2023

The Annual Day Celebration was held on 11 January 2023 at the PDSA Turf. The theme of this year's annual day was "Navarasa- the connotation of expressions". Among the dignitaries were President - RSET, Shri. Ashok ji Saraf, Chief Guest, Padmashri Shri. Manoj Joshi and Shri. Sharman Joshi, Guest of Honor, Nishita Goenka, Hon Secretary Shri Kailash Kejriwal, Education Director, Dr. Sunanada Kar Madam, and the Principal of DGMC Dr. Ameer Vora. The students were recognized and felicitated for their academic and non-academic achievements. Ms. Chetna Shastri was conferred the Best Student whereas Mr. Sanman Hutgikar was recognized as Best Organizer for the AY 2022-2023

Special Prize Distribution Day-31st Mar 2023

A Special Prize Distribution Ceremony was held to honor the contributions of students in keeping the various clubs of the college active. Certificates of Achievement and Certificates of Appreciation were distributed to more than 100 students

Guest Lectures & Workshops

A 2-day Workshop on "**How to Make a Good Documentary Film**" was organized on 2nd and 3rd Dec 2022 at the Madhoprasad Saraf Seminar Hall, by Mr. Pankaj Rishi Kumar, a mentor to film directors.

A Session on "**Art of Voice Over**" was conducted by Neshma Chemburkar on the 27th Jan 2023 where students were given an insight into voice modulation and taking up a career as a voice over artist.

Sunil Gawai took a **Workshop on Cinematography** on the 14th Feb 2023 and he took the students through its operations and its features.

Uday Mohite invited by XP Pen took a workshop on storyboarding on 16th Feb 2023 and interacted with the students on caricature, cartooning, and graphics.

"**Writing for OTT**" a workshop conducted by Parth Vyas on the 27th Feb 2023. He spoke about the creative aspects of pitching a concept, how things can be monetized, and above all will OTT take over the TV space going forward

A **3-day master class on journalism** was conducted by Ms. Urvashi Sarkar, an independent journalist, at the Madhoprasad Saraf Seminar Hall from 1st to 3rd March to provide students with an in-depth understanding of various aspects of journalism.

Festival

CL (Contingent Leaders) meet was held on the 28th Jan 2023

The C.L. (Contingent Leaders) Meet of the annual intercollegiate festival Media I.C.E Age and International Film Festival, Cinevoyage 2023 was held on 28th January 2023, at Madhoparasad Saraf Seminar Hall. The event witnessed the participation of 20+ contingent leaders from various colleges and universities.

Cyclothon – Pedal for Thalassemia was held on 19th Feb 2023 2023

As a precursor to the Annual Intercollegiate Media festivals, Media I.C.E Age and International Film Festival, Cinevoyage DGMC organized a "Cyclothon - Pedal for a Cause; Pedal for Thalassemia". Shri. Gopal Shetty (Member of Lok Sabha from North Mumbai Constituency), Mr. Aslam Shaikh (Member of the Maharashtra Legislative Assembly representing the Malad West Assembly Constituency), Smt. Shilpa

Ruparelia & Mrs. Purna Sheth (Presidents of Mumbai Thalesmic Society), Shri. Kailash Kejriwal, (Hon. Secretary and Trustee of Rajasthan Sammelan Education Trust), Shri. Lalit S. Saraf (Treasure of Rajasthan Sammelan Education Trust), Mr. Vinod L. Dalmia (Hon. Joint Secretary of Rajasthan Sammelan Education Trust) and Shri. Bhavesh Chandulal Doshi (the Trustee of Shri. Mahavir Clinic) graced the ceremony. Parents and students came together in large numbers for the Cyclothon and supported this noble cause, saluting the spirit of a healthier future. The event saw close to 250 cyclists from across the city peddling the wheels of change.

Annual Intercollegiate Media Festival, Media I.C.E Age and International Film Festival, Cinevoyage 2023 was held on 24th & 25th Feb 2023. The festival was a grand success and saw the participation of hundreds of students from different colleges across Mumbai.

Guests invited were:

- Laxman Gole , Social Worker living by Gandhian Philosophies and thoughts.
- Pritam Chakraborty, a graphic artist and animator

- Parth Vyas, a writer, Director, Editor and a Teacher.
- Abhay Pandit – Film Maker
- Rajeev Jhaveri – Screen Play Writer and Director
- Mrs Priti Gandhi- Social Media speaker and spokesperson.

Extra Curricular Activities / Club Activities

The IQAC & Woman Development Cell organized a Guest Talk “**Humari Pehchaan**” on Gender Sensitization on the 10th December 2022. Principals, staff and students of other colleges and schools of RSET were invited to attend this talk on Trans Gender Sensitization. The talk was delivered by Ms. Maya Awasthy, CEO & Board Member of the Transgender Welfare Equity and Empowerment Trust (TWEET) Foundation

The Rotaract Club organized an event called “**A Stage for Teachers**” on 22nd Dec 2022 at the Madhoprasad Saraf Seminar Hall. The idea behind the event was to provide the teaching and non-teaching staff a platform to show their talents

The Student’s Council of DGMC organized the student’s week fondly called **December Fever** from 19th to 22nd Dec 22. Various activities were conducted, such as Retro Day, Comic verse, Chocolate Day, Traditional Day, A stage for teacher’s day, Blue and white day and red and white day. A stall was also set up by Ms. Padma who the founder of a shelter home is called Vivekannanda Shobha Jeevan Jyoti Kendra, which houses 50+ orphans

“**Sun me Fun**” was organized for the Orphan Girls by the Rotaract Club Where girls from an orphanage were invited to visit the college campus and play a variety of sport games on the PDSA Turf.

Clusters of Myth a story-telling event was conducted by the Literati club on 18th Jan 2023 Students from various streams actively participated in the event both as story tellers and listeners

NSS (National Service Scheme) unit of DGMC organized a **07 days residential camp** at Yusuf Meherally Centre, Panvel, from 23rd January 2023 to 29th January 2023.

With the vision to understand the community and develop a sense of social and civic responsibility, NSS volunteers of DGMCMS were introduced to the culture and lifestyle of the tribal communities located in the Tara village of Panvel district. The mission of the camp was to inculcate the values of self-discipline and selflessly utilizing and imparting the knowledge for community development.

Fine Arts Club of DGMC in collaboration with Photography & Cinematography Club organized a **Heritage Photo Walk: Study Program to Archaeological Sites of Mumbai in Churchgate** on the 21st January 2023. The objective of the event was to introduce students to outdoor shooting.

Pariksha Pe Charcha: An Online Event was held on 27th Jan 2023.

An online event was conducted where students spoke about their preparations for the exam and their direct address to the PM of our country. It was well coordinated as students had various queries that got resolved. This was a pan India event.

DGMC Library Committee celebrated **Marathi Bhasha Diwas** on 28th February 2023 in the Madhoprasad Saraf Seminar Hall, to celebrate the birthday of the famous Marathi poet, playwright, novelist, and short story writer, V.V. Shirwadkar, popularly known by his pen name Kusumagraj. The chief guest for the evening was Mr. Chandrashekar Pusalkar grandson of the father of Indian cinema, Dadasaheb Phalke.

An awareness session on Cancer, under the **Will of Fire series**, was organized by the Rotaract Club of DGMC on 15th March, 2023. Social worker Mr. Sagir Deshmukh, the Founder and Chairman of Cancare Research Foundation, was invited as the resource person for conducting the session

Swacch Bharat Mission Rally conducted by the NSS .

To promote the message 'NO USE OF PLASTIC' and Swachhta, the NSS Unit organized Swacch Bharat Mission Rally on 15th March, 2023 in the Vitthal Pada area of Chincholi, Goregaon. 19 Volunteers carrying placards conducted a silent rally to spread the message of Swacch Bharat.

NSS Unit organized a **paper bag making and distribution campaign** from 9th February, 2023 to 11th February 2023. The volunteers were trained to make paper bags and made approximately 1700 bags and distributed the same amongst local vendors, medical and stationary stores in the Vitthal Pada area in Chincholi, Goregaon. Total 29 volunteers participated in the distribution of paper bags

Conferences / Seminars

The Internal Quality Assurance Cell (IQAC) organized its 3rd International Virtual Conference on 10th and 11th of March, 2023 titled "**The Changing Dynamics of Human Security**".

The conference was organized in collaboration with Misr University for Science and Technology, Egypt as our Academic Partners; Global Communication Research and Association (GCRA), and Women's Indian Chamber of Commerce and Industry (WICCI).

The conference was inaugurated in the presence of esteemed guests - Our Chief Guest was Ms Dhamayanthi, Our Guest of Honor, Professor Mira Desai from SNTD University and Ms Daivata Patil from WICCI, Our Keynote speaker Dr Diosnel Centurion, President GCRA and Director UNIDA southern branch; our Academic collaborators for the conference, Prof Amani Omar and Dr Ahmed El-Saman from Misr University of Science and Technology, Egypt

Other Guest Speaker

- Adv. Shreyas Shetty
- Padmashri Bhawana Soomaya
- Mr. Ritesh Bhatia
- Mrs. Bhagyashree Kulkarni
- Dr. A.P. Jayaraman

- Ms Sharada Balasubramaniam
- Dr Unmesh Patnaik
- Dr Swati Kwatra
- Ms Komal Daal
- Geeta Seshu
- Regina Paulose
- Shweta Barge
- Mx. Maya Awasthy.
- Dr. Alex Okoroji
- Dr. Abbas Attarwala, Dr. Sameer Kulkarni & Dr. Pooja Singh were the chairs for the paper presentation.



AGENDA NO . 5: Attendance Report

Dr. Ameer Vora briefed the Committee members about the attendance of students for the academic year 2022-2023 as per the provision of the University rule. The committee members suggested keeping updated attendance record of each and every student. Parent Teacher meeting was conducted regularly by the Attendance Committee

Sr No.	Course Name	No of Students defaulters
1	SY BAFTNMP (Sem-3)	7
2	TY BAFTNMP (Sem-5)	12
3	SY BAMMC (Sem-3)	8
4	TY BAMMC (Sem-5)	13

AGENDA No. 6. : Examination Schedule

The Additional Internal Examination for FYBAMMC & FYBAFTNMP were scheduled and held between 6th Feb 2023 to 8th Feb., 2023.

Viva Voce for TYBAFTNMP Semester VI, Practical Film Making: Music Video was held on 6 th May 2023. The External Referees for the VIVA were Prof. Ashish Mehta from UPG College &; Prof. Gajendra Deoda from Sathe College and Prof. Sunder Rajdeep from University Dept of Mass Media. Conducted in an offline mode.

Dr. Ameer Vora briefed the Committee members about the Examination Schedule for the Academic Year 2022-23. The Principal conveyed as per the University guidelines, All the F.Y., S.Y. T.Y. Examination conducting off-line. The admission for 2nd and 3rd year will be scheduled tentatively on the 18th May to the 25th May 2023 for the AY 2023-2024.

Sr. No	Course Name	Exam Schedule
1	FY BAFTNMP/BAMMC(Sem II)	03.04.2023 to 11.04.2023
2	SY BAFTNMP/BAMMC (Sem IV)	03.04.2023 to 11.04.2023
3	TY BAFTNMP/BAMMC (Sem VI)	30.05.2023 to 09.06.2023
4	MA FTNMP (Sem II)	13.06.2023 to 23.06.2023
5	MACJ (Sem II)	13.06.2022 to 23.06.2022
6	MA FTNMP/ MACJ (Sem IV)	16.06.2023 & 20.06.2023

AGENDA No .7. To approve the Budget for the academic year 2023-24.

The budget estimate was presented before the committee members for the academic year 2023-24. The Chairman suggested to project more admissions in the FTNMP course and also suggested to admit the students to PGP as well as short term courses. The budget was approved for the academic year 2023-24 in principle.

AGENDA NO.8 Future growth: Prospective plan for DGMC:

It was mandatory to complete the Assessment & Accreditation for NAAC

2. Increase the no. of Courses offered.

3. Some suggestions to approach the schools and colleges were given.

The meeting ended with the permission of the chair.

Secretary

Chairman



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

MOM /2023

07th January 2023

Minutes of IQAC Meeting

Attendees:

1. **Dr. Ameer Vora**
2. **Kanchan Luthra**
3. **Sarika Shah**
4. **Sunita Cordeiro**
5. **Yashwant Baing**
6. **Shalu Balan**
7. **Nilanksha Sachdev**
8. **Shruti Joshi**
9. **Viraj Bandekar**
10. **Chandroday Ghosh**
11. **Shruti Joshi**
12. **Srinivasrao Challapalli**

Date: 7th January, 2023

Time: 3:00 pm

Venue: Conference Room, 1st Floor, DGMC

Following was the Agenda for the meeting:

- Discussion about the upcoming NAAC cycle.

The meeting commenced at 3pm with the above agenda to be discussed.

Agenda 1: Discussion about the upcoming NAAC cycle.

1. The significance of the upcoming NAAC cycle for Deviprasad Goenka Management College of Media Studies (DGMCMS) going through the process for the first time was highlighted.
2. In the NAAC (National Assessment and Accreditation Council) accreditation process, there are specific roles and responsibilities for the institution, faculty, and the Internal Quality Assurance Cell (IQAC). These roles and responsibilities are crucial in ensuring a smooth and successful accreditation process.
3. The institution's leadership, including the management and top administration, should demonstrate a strong commitment to achieving accreditation and improving the quality of education and services.
4. Data Collection and Documentation: The institution is responsible for collecting, maintaining, and providing accurate and up-to-date data and documentation required for accreditation.
5. Self-Study Report (SSR): The institution prepares the Self-Study Report, which is a comprehensive document detailing the institution's strengths, weaknesses, and initiatives. It should reflect a candid self-assessment.
6. Faculty members are responsible for delivering quality education and facilitating effective learning processes. They should ensure that teaching methods, curriculum, and assessment practices align with quality standards.
7. Encouraging faculty to engage in research, publications, and innovative practices can contribute to the institution's overall quality improvement.
8. Faculty members are often required to contribute to the Self-Study Report by providing insights and data related to their respective departments and areas of expertise.
9. The IQAC is responsible for coordinating and facilitating the accreditation process. This includes organizing meetings, preparing the SSR, and ensuring compliance with NAAC guidelines.
10. IQAC should compile data and information from various departments and units within the institution to create a comprehensive SSR.
11. IQAC should initiate and oversee activities and mechanisms for quality enhancement within the institution. This includes monitoring and evaluating quality improvement initiatives.
12. The IQAC plays a key role in preparing the institution for the peer team visit, which is an essential part of the accreditation process. They ensure that all necessary arrangements are in place for the visit.
13. Each faculty member has been assigned one of the 7 criteria and the documentation has already been started.

14. Updates were taken for all the criterions and checklists of the data to be submitted were created.
15. The tentative list of the students helping the faculties for the criterions was also created and given to the faculties.
16. Any sort of challenges that can occur during the preparation were discussed along with the solutions for the same.
17. The role of IQAC in the accreditation process was explained.
18. Deadlines were created for the initial submission of the documents

The meeting was adjourned at 4:30 pm with the above agenda discussed thoroughly.

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Ref. No.: MOM 085/2022-2023

Date: 26th May 2023

DGMC meeting for NEP 2020

Date: 26.05.23 Time: 12:30 PM

Participants:

Dr Ameer Vora – Principal of DGMC

Mr Yashwant Baing – Registrar

Faculty Members:

- Ms. Kanchan Luthra
- Ms. Nilanksha Sachdev
- Ms. Shruti Joshi
- Mr. Srinivas Rao
- Mr. Chandrodoy Ghosh
- Mr. Viraj Bandekar
- Mr. Shalu Balan

Non-Teaching Staff

- Ms Shravani Vichare
- Ms Sunita Cordeiro
- Ms Sarika Shah
- Mr Devendra Koli
- Mr Suchit Sawant

Agenda: New Education Policy 2020

Meeting Proceedings:

The meeting commenced with Dr Ameer Vora, the Principal of the college, welcoming all the participants and congratulating them for the submission of NAAC SSR the previous day.

She then outlined the agenda of the meeting, which was to discuss the implications and implementation of the New Education Policy 2020 for the year 2023-24.

Dr Vora highlighted the requirements of the policy. The members were asked if they had read about the policy from the document shared with the faculty members. A few of them responded positively.

It was then discussed that the policy has to be implemented effective July 2023. The new education system is a Choice based credit system and the students can opt out any year and change their college. The real challenge is to keep the students engaged in the college and ensure that there is no dropout.

The next issue discussed was of the subject distribution. It was highlighted by Ms Kanchan Luthra that each year the course will have two majors followed by minor subjects and subjects catering to NEP requirements like Value added courses, Skill development courses, Indian Knowledge system, Co-curricular course, and soft skills development courses.

After the introduction, the floor was opened for discussion and suggestions regarding subject allocation. It was made clear that the university will be providing a pool of subjects under each section, that is, major and minor. However, we should also prepare a pool ourselves in the several heads for more clarity. It was proposed that Fundamentals of Mass Communication can be one of the major subjects, History of Media can be considered as a Value added course, FC can be a course under IKS, Visual Communication was proposed under Skill development, along with ECS and Photography.

The role of technology and OE courses through Swayam was also discussed in the meeting.

Faculty members and non-teaching staff actively engaged in the discussion, asking questions and seeking clarifications on various aspects of the policy.

It was decided that all the faculty members would review the existing curriculum and propose a basket of subjects for each category, in alignment with the policy's guidelines.

The faculties would also explore opportunities for collaborations with industry partners to enhance practical training and skill development for the students.

Dr Ameet Vora concluded the meeting by thanking all the participants for their active involvement and valuable contributions.

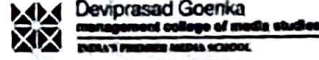
Minutes Prepared By: Nilanksha Sachdev, Assistant Professor, 05.06.2023.

Minutes: Nilanksha Sachdev



Dr. Ameet Vora
Principal

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

Ref. No.: MOM 091 / 2023

Date: 13.06.2023

DGMC meeting for Exam Committee

Date: 13 June, 2023

Time: 02:30 pm

Agenda of the Meeting: To finalize the academic calendar for 2023-24 Odd semester and Procedure for internal assessment

Following people attended the meeting:

Dr Ameer Vora – Principal of DGMC

Mr Yashwant Baing – Registrar

Faculty Members:

- Ms. Kanchan Luthra
- Ms. Nilanksha Sachdev
- Mr. Praseon Prabhakar

Non-Teaching Staff

- Ms Sarika Shah
- Mr Suchit Sawant

Meeting Proceedings:

The meeting commenced with Dr Ameer Vora, the Principal of the college, welcoming all the participants.

The principal then highlighted the agenda of the meeting as:

1. Finalizing the teaching days and examination days according to university norms
2. Finalizing the Internal assessment process for BA FTNMP/MMC

Following were the points discussed in the meeting:

- It was pointed out that the official 90 days of teaching will be done by 5th October 2023
- Last Day of lectures will be 30th September following revision lectures for ATK T students
- Date for ATK T exams was discussed and there was a consensus to hold ATK T examination between 9th to 14th October
- Following the discussion for ATK T we also discussed the dates for Regular examinations, to be held between 17th to 23rd October
- 4th November is the date for result submission
- All these points shall be further added to the academic calendar
- The Internal Assessment for SY and TY will be marked on the basis of project submission.
- The IA will include Individual projects divided into a hard copy submission and presentation viva.
- The students will also be judged on the basis of class involvement.
- 25th September, plus one day was decided as the date for submission of internal assessment marks.
- Viva to be held between 1st to 18th September
- Individual topics and project guidelines need to be properly framed and provided by the teachers.

Minutes by: Nilanksha Sachdev

Dr. Ameer Vora
Principal

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DUBLIN'S PREMIER MEDIA SCHOOL

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

Ref. No.: MOM 089 / 2023

Date: 16.06.2023

DGMC meeting for Attendance Committee

Date: 16 June, 2023

Time: 11:30 am

Agenda of the Meeting: Attendance Committee norms for New Academic Year 2023-24

Following people attended the meeting:

Dr Ameer Vora – Principal of DGMC

Faculty Members:

- Ms. Nilanksha Sachdev
- Mr. Viraj Bandekar
- Mr. Ziegler Colaco

Non-Teaching Staff

- Mr Devendra Koli

Meeting Proceedings:

The meeting commenced with Dr Ameer Vora, the Principal of the college.

The principal then highlighted the agenda of the meeting as:

1. Explaining the working and duties of the Attendance committee
2. Explaining paper work required by the committee

Following were the points discussed in the meeting:

- The norms of the attendance committee were explained to the new faculty

- It was firmly stated in the meeting that this time we will not be condoning anyone without a hard proof of their reason for absenteeism from the class
- The attendance committee will be releasing a list of defaulters on the 5th of each month
- This list will be circulated and signed by the defaulting students
- The office has to prepare the attendance before the 5th of each month and the faculty will have to review and sign
- One and a half month prior to the last day of lectures a meeting will be held with the parents of students with less than 50% attendance
- They will be given a warning and will be encouraged to make up for the missed lectures
- On the last teaching day, defaulter list will be put up on the notice board; this list will include names of students with less than 50% attendance
- Personal Hearing for defaulters and their will be held on the next day, wherein each defaulter will have to submit an application with reason for absentism and will have to provide documents for the same.
- Students who do not have valid documents will be detained and there will not be any undertaking this semester.
- These students will have to repeat an year.
- First round of hearing will be held in the first week of August 2023
- Forms for attendance of events, debarring letters and other paper work required was shared with the faculties to study

Minutes by: Nilanksha Sachdev

Dr. Ameer Vora
Principal

RSET's



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Ref. No.: MOM 087 / 2023

Date: 15th June 2023

Research Proposals for "The Asiatic Society of Mumbai"

Date-13th June

Day-Tuesday

Time-2.30pm-3.00pm

Venue-Mentor's Room

Agenda of the Meeting: Research Proposals for "The Asiatic Society of Mumbai"

A meeting was conducted by the "Research Cell" of DGMC to discuss about the research proposals to be sent to "The Asiatic Society of Mumbai." A lot of brainstorming was done and various topics were discussed by the members present in the meeting. Ms. Shruti Joshi suggested a topic related to 'Paithani Saree' and the contribution of local weavers in the economy of Maharashtra. Ms. Nilanksha Sachdev suggested a topic related to the development of coastal road development project and its impact on the 'Koli Community'. Mrs. Divya Narang Tinna talked about the commercialization of festivals like "Gudi-Padwa" and "Ganeshotsav" in Maharashtra.

Members Present in the Meeting-

Sr. No.	Name	Designation	Signature
1	Divya Narang Tinna	Chairperson	
2	Nilanksha Sachdev	Member	
3	Shruti Joshi	Member	
4	Viraj Bandekar	Member	

Minutes: Divya Narang

Dr. Ameer Vora
Principal

DN

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Ref. No.: MOM 086 / 2023

Date: 17th June 2023

DGMC meeting for 'NPTEL' SPOCs.

Date-16th June, 2023

Time-3pm

Agenda of the Meeting- NPTEL Courses to be offered to the learners.

A meeting was called and conducted by the Principal Dr. Ameer Vora on 16th June, 2023 to discuss about the online courses conducted by the 'National Programme on Technology Enhanced Learning' (NPTEL) that would be offered to the learners of DGMC. 'NPTEL' is a joint venture of the IITs and IISc and funded by the Ministry of Education (MoE) Government of India. Principal Dr. Ameer Vora appointed Ms. Divya Narang Tinna and Mr. Ziegler Colaco as "Single Point of Contact" (SPOCs) for DGMC to facilitate the process of enrolment in the online courses for the college learners. She also suggested the names of the courses which should be offered to the learners of the DGMC.

Following people attended the meeting-

1. Yashwant Baing, Registrar, DGMC
2. Divya Narang Tinna, Assistant Professor
3. Ziegler Colaco, Assistant Professor



Minutes: Divya Narang

Dr. Ameer Vora
Principal



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Ref. No.: MOM 090 / 2023

Date: 12.06.2023

DGMC meeting for Staff Address

Date: 12 June, 2023

Time: 11:30 am

Agenda of the Meeting: Staff Meeting for New Academic Year 2023-24

Following people attended the meeting:

Dr Amee Vora – Principal of DGMC

Mr Yashwant Baing – Registrar

Faculty Members:

- Ms. Kanchan Luthra
- Ms. Nilanksha Sachdev
- Ms. Shruti Joshi
- Mr. Srinivas Rao
- Mr. Chandroday Ghosh
- Mr. Viraj Bandekar
- Mr. Shalu Balan
- Ms. Divya Tinna
- Mr. Ziegler Colaco
- Mr. Prasoon Prabhakar

Non-Teaching Staff

- Ms Shravani Vichare
- Ms Sunita Cordeiro
- Ms Sarika Shah
- Mr Devendra Koli
- Mr Suchit Sawant

Meeting Proceedings:

The meeting commenced with Dr Ameer Vora, the Principal of the college, welcoming all the participants and congratulating them for successful completion of year 2022-23.

The principal then highlighted the agenda of the meeting as:

1. Welcoming the new faculties
2. Outlining the tasks to be accomplished

Following were the points discussed in the meeting:

- Preparation of lectures to be undertaken by the faculty who is not part of the masterclass series starting 14th of June
- Faculties to orient students of the syllabus, and have an informal ice breaking session to make them understand the program ahead
- Teaching tools to include innovative role plays and methodology, the actual lecture sessions to commence from the 19th of June.
- Institutional committees missed out on the electoral committee which will be added
- All clubs/committees to prepare a calendar of events. Emphasis to be laid on what the students would like to have as events during the year.
- Masterclass sessions to be monitored and helped with if not rostered.
- Clubs to be active and not dormant as this will lead to disbandment.
- Research collaborations to be formed for our students to work on some live projects
- Planning for the conference and call to papers must be activated as soon as possible.
- All clubs and committees to have not more than 4 dedicated students to run and help in the conduct of events of their respective clubs.
- Students to be handled with firmness and strict discipline to be maintained during the conduct of the lectures.
- The students should be encouraged to use the library and go through the reference books.
- Leaves have been explained - 12 sick leaves, 6 casual leaves. In case of any doubts or clarifications faculties to get in touch with Mr. Baing sir

Minutes by: Nilanksha Sachdev

Dr. Ameer Vora
Principal



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

Ref. No.: MOM 092 / 2023

Date: 12.07.2023

DGMC meeting for Staff Meeting

Date: 12 July, 2023

Time: 03:00 pm

Agenda of the Meeting: Discuss and finalize details for the FY Orientation 2023-24

Following people attended the meeting:

Dr Ameer Vora – Principal of DGMC

Mr Yashwant Baing – Registrar

Faculty Members:

- Ms. Kanchan Luthra
- Ms. Nilanksha Sachdev
- Ms. Shruti Joshi
- Mr. Chandrodoy Ghosh
- Mr. Viraj Bandekar
- Mr. Shalu Balan
- Ms. Divya Tinna
- Mr. Ziegler Colaco
- Mr. Prasoon Prabhakar

Non-Teaching Staff

- Ms Shravani Vichare
- Ms Sunita Cordeiro
- Ms Sarika Shah
- Mr Devendra Koli
- Mr Suchit Sawant

Meeting Proceedings:

The meeting commenced with Dr Ameer Vora, the Principal of the college, welcoming all the participants and informing them about the commencement of FY BAMMC & BAFTNMP from 17th July 2023.

The principal then highlighted the agenda of the meeting as:

1. Discuss the plan for the Orientation program
2. Update on classes and time table

Following were the points discussed in the meeting:

- The first class for the FY will start from 17th July 2023, preceded by Orientation program on the 15th of July
- Time table for the classes will be emailed to the teachers before 15th July
- There are 106 admission in BAMMC and 74 in BAFTNMP
- The orientation program will be conducted in two session – 9:30 – 11:00 for BAMMC and 11:30 to 1:00 for BAFTNMP
- Nptel Course introduction will be given to the students during the Principal's address; Divya mam and Ziegler sir are the SPOC and Mentor for the same.
- Master of the ceremony will be Nilanksha Sachdev
- Edits for the PPT were suggested as:
 - Add course structure and inform about the electives
 - Detail about the specializations
 - Highlight the detail on Unfair means
 - A slide on the college festivals – MIA and Cinevoyage
- Library Orientation will be conducted by Rakhi mam
- Kanchan Luthra mam will discuss about the course structure and examination norms followed by Attendance norms by Nilanksha
- Shruti Joshi will detail on Extra and Co- curricular activities, Chandroday Ghosh will discuss the Value added courses and Viraj Bandekar will discuss the Discipline Norms.

The meeting was concluded with Principal mam confirming that everyone is clear about their responsibilities for the orientation.

Minutes by: Nilanksha Sachdev

Dr. Ameer Vora
Principal

RSET's



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GODA'S PREMIER MEDIA SCHOOL

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

Ref. No.: MOM 095 / 2023

Date: 25.08.2023

DGMC meeting for Attendance Committee

Date: 21 August, 2023

Time: 11:30 am

Agenda of the Meeting: Attendance Committee 3rd Meeting, Year 2023-24

Following people attended the meeting:

Dr Ameer Vora – Principal of DGMC

Faculty Members:

- Ms. Nilanksha Sachdev
- Mr. Viraj Bandekar

Non-Teaching Staff

- Mr Devendra Koli

Meeting Proceedings:

The meeting commenced with Dr Ameer Vora, the Principal of the college.

The principal then highlighted the agenda of the meeting as:

1. To discuss the agenda for the next Attendance defaulter meeting
2. To assess the attendance issues with FY
3. To ascertain the file maintenance system for attendance committee

Following were the points discussed in the meeting:

- The principal discussed with the attendance committee a procedure for file maintenance

- It was decided that the committee members will be maintaining minutes for each meeting conducted followed by the attendance report, calculation sheet with the list of defaulters and the undertakings and signed letters from the defaulters
- On the 2nd of September, a meeting will be organized for the FY BAMMC and BAFTNMP defaulters, along with their parents to discuss the issue of attendance
- This will be the 1st defaulter meeting for FY
- A 2nd defaulter meeting will be conducted for the SY and TY, BAMMC and BAFTNMP batches on the 6th of September, to warn them about the actions that will be taken in case they do not fulfil their attendance requirement in the month of September as the last teaching day is 30th September

Minutes by: Nilanksha Sachdev

Dr. Ameet Vora
Principal

RSET's



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MUMBAI'S PREMIER MEDIA SCHOOL

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Ref. No.: MOM 088 / 2023

Date: 15th June 2023

'Faculty Development Program' (FDP) on Qualitative Research Methods in Media.

Date: 19th June

Day: Tuesday

Time: 2.30pm-3.15pm

Venue: Mentor's Room

Agenda of the Meeting-'Faculty Development Program' (FDP) on Qualitative Research Methods in Media.

A meeting was called and conducted by the chairperson "Research Cell" of DGMC to discuss about the "Faculty Development Program" in the month of July. All the members of the research cell were present in the meeting and they gave their inputs related to different sections in the "FDP". Ms. Kanchan Luthra suggested the title of the FDP. She also suggested that there should be at least three session on "Case lets" or "Case Writing", which is a very important method of qualitative research. Ms. Nailanksha Sachdev and Ms. Shruti Joshi gave their inputs about "Positive Deviance" and "Discourse Analysis" respectively. Mr. Viraj Bandekar suggested about a session on how to write a quality research paper. At the end of the meeting these topics/titles were finalized by the members which are subject to approval by the Principal Dr. Ameer Vora.

Proposed Topics-

Title- FDP on Qualitative Research in Media

Sub-heads-

1. What is Qualitative Research-Philosophy & Foundation
2. Qualitative Research Design & Approaches
3. Dynamics of Case Writing
4. Mechanics of Case Writing
5. Critical Discourse Analysis

**The tentative dates suggested for the FDP- First Week of July (3rd-8th July)
Mode-Online**

Members Present in the Meeting-

Sr. No.	Name	Designation	Signature
1	Divya Narang Tinna	Chairperson	
2	Kanchan Luthra	Member	
3	Nilanksha Sachdev	Member	
4	Shruti Joshi	Member	
5	Viraj Bandekar	Member	

Minutes: Divya Narang

Dr. Ameer Vora
Principal

Dr