

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.**  
**6.2 Strategy Development and Deployment**

**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

Sr. No	Contents
1.	Governing body <b>(Organogram)</b>
2.	Recruitment process
3	Service Rules & Faculty Feedback
4.	Policies and procedures <ul style="list-style-type: none"><li>- Admission policy</li><li>- Anti Ragging Policy</li><li>- Exam policy</li><li>- Grievence policy</li><li>- Green policy</li><li>- Disablity policy</li></ul>



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

## **1. Governing Body**

The organogram of the institution reflects a structured hierarchy, beginning with the “Nature of Governance and Leadership” at the top. Below this, the President (Trust) oversees operations, with the Vice President assisting. Level 1 includes key leadership roles such as Secretary, Joint Secretary, Treasurer, and Joint Treasurer.

In Level 2, there are department heads: the CEO, HR Head, IT Head, Purchase Head, Marketing Head, and Finance Head, managing their respective areas. Supporting the leadership are essential units like CDC, IQAC, Principal, and Registrar, responsible for specific institutional functions.

Further down, the organogram divides into two main categories: teaching and non-teaching staff. The teaching branch includes Course Coordinators, Teaching Faculties, Class Representatives, and Students, emphasizing a focus on academic operations. Non-teaching staff ensure smooth administrative support.



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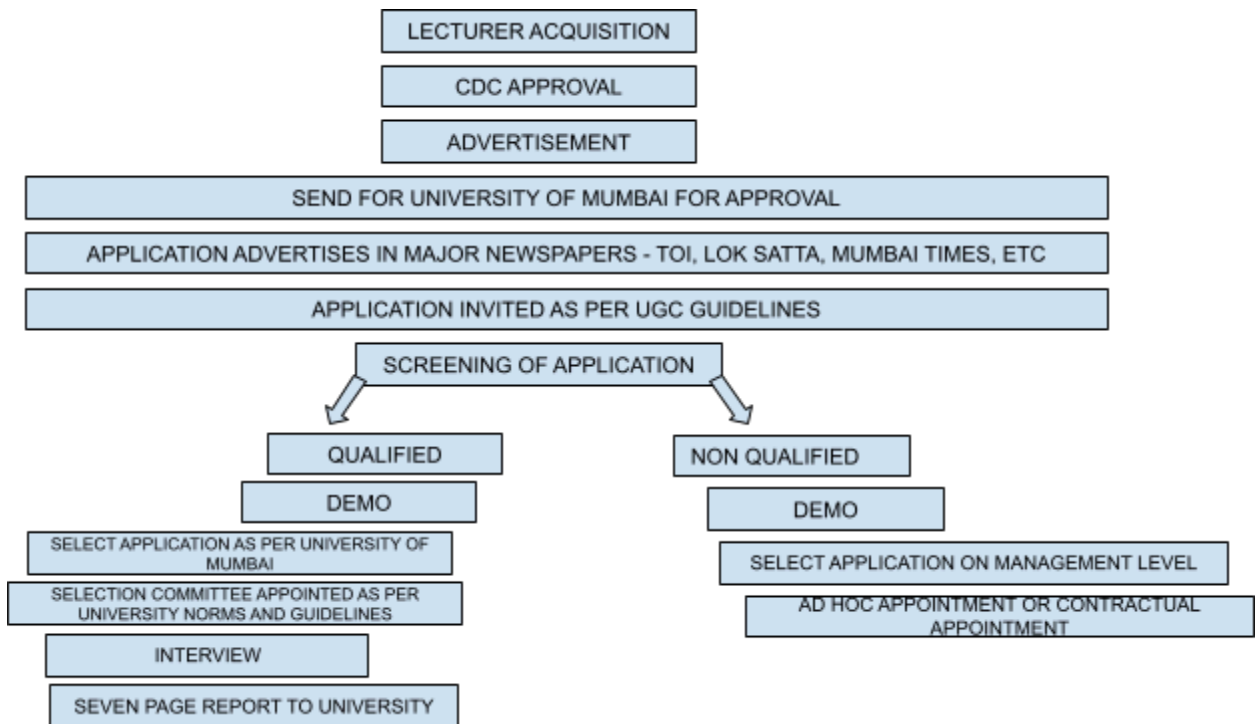
## RECRUITMENT PROCESS

### 1. Recuritment Process

The recruitment process of the institution begins with the acquisition of lecturers and securing CDC approval. After this, advertisements are placed in major newspapers, such as TOI, Lok Satta, and Mumbai Times, following approval from the University of Mumbai. Applications are then invited in accordance with UGC guidelines.

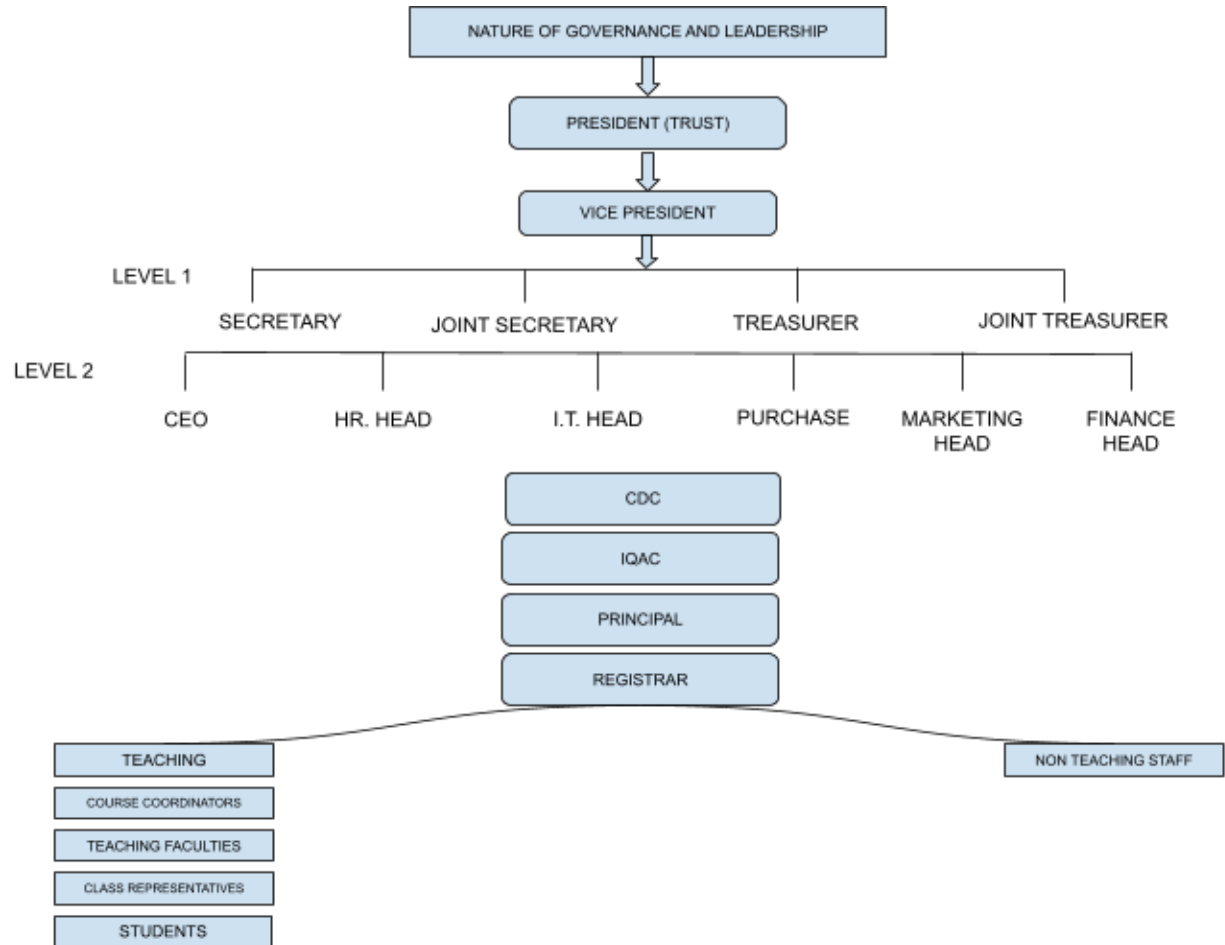
The next stage involves screening the applications. Applicants who qualify proceed to a demo stage and are further evaluated. For those who meet the required criteria, the selection process continues under the University of Mumbai's regulations. A selection committee is appointed based on university norms and guidelines, and qualified candidates are invited for an interview.

Once the interview is complete, a seven-page report is prepared and submitted to the university for final approval. For non-qualified applicants, there is still a chance for ad hoc or contractual appointments, particularly at the management level after a demo presentation. This process ensures a thorough and systematic approach to hiring qualified staff.

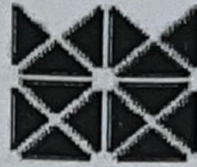


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# ORGANISATIONAL BODIES OF DGMC



RAJASTHANI SAMMELAN'S



**Deviprasad Goenka Management College  
of Media Studies**

*Affiliated to*  
*University of Mumbai*  
**SERVICE RULES**

DGMC

Service Rules

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CHAPTER - 1

RECRUITMENT AND SELECTION

**Topics**

- 1.1 Pre-selection process
- 1.2 Search Process
- 1.3 Advertisement
- 1.4 Screening
- 1.5 Interview committees / Authorized persons for selection
- 1.6 Personal Interviews
- 1.7 Reimbursement of travel expenses for outstation candidates
- 1.8 Tests / (Demo Lessons for teaching staff)
- 1.9 Credential & Reference check
- 1.10 Offer Letter

**1.1 Pre-selection Process:**

Having identified positions to be filled from outside the Institution, the following steps need to be undertaken for each vacancy:

- Determination of person, required competence, specifications (age, qualifications, skills and experience desired of candidate.
- Preparation of brief job descriptions
- Assessment of likely offer (salary, grade, and other perquisites)
- On the basis of the above, preparation of a suitable advertisement.

**1.2 Search Process:**

For recruitment of each position at least 3 prospective candidates fulfilling the minimum job requirement should be met. An ideal candidate could be searched from any of the modes:

- Internal data bank of prospective candidates.
- Through head hunting/consultants.
- Employee Referrals
- Ex Employees
- Advertisement in newspaper/website/cable TV
- Campus Recruitment
- Appointment as management trainees etc.

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**Note:** Apart from the above mentioned sources other sources can also be considered. However intra institutional poaching is strictly prohibited.

### 1.3 Advertisement:

The job vacancy needs to be advertised in the major newspapers or as may be decided by the President and Hon. Secretary. The newspapers advertisement shall contain all the necessary details in relation to the job, viz,

- > Name of the Institution
- > Designation
- > No. of years of experience required
- > Qualification
- > Location
- > Last date of application.

All the above details are mandatorily to be mentioned while publishing the advertisement. All such details will serve purposes namely,

- Only relevant applications will be received.
- All the relevant applications will be received within specified time hence would help in filling in the position within the allotted time frame.

**Note:** Once it is decided to go for newspaper advertisement it should also be approved by Mumbai University, incase if the vacancy is for university affiliated course.

### 1.4 Screening

Once the last date for receipt of applications is over the applications received should be screened by the head of the institution with the help of the Registrar/Office superintendent, HR /person deputed by the Managing Committee. The applications are to be screened on the basis of criterion as mentioned in the Manpower requisition form.

After screening is done a list of shortlisted candidates needs to be prepared. The HOI should submit such list of shortlisted candidates along with the CV to the management council/President for their approval. Also there should be gap of minimum 30 days from the date of advertisement and the day on which interviews are conducted.

**Note:** All the applications received after the last date specified in the advertisement should be filed separately. No applicant from this file should be called for interview without the consent of the President. However these applications can serve as internal data bank for future reference.

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## **1.5 Interview committees / Authorized persons for selection**

### **1.5.1 Senior level positions:**

All the senior level recruitments (incase of teaching – Supervisors and above and incase of non teaching – registrar/Manager /Superintendent / administrator and Above) needs to be approved by governing council of DGMC. All the recruitment done under this category needs to be declared at the next governing council meeting of that particular institution.

### **1.5.2 Other positions**

Incise of other positions including support staff , approval of President/Chairman, Secretary / Jt. Secretary, HOI, HR department needs to be taken.

### **1.5.3 Teaching Positions**

Incise of recruitment of Mumbai University affiliated courses a proper panel should be invited for conduction of interview. This panel should include members of selection committee of DGMC, subject Experts as per rules laid down by M.U.

## **1.6 Personal Interviews**

On the arrival, the candidate should be acknowledged and asked to fill in the Personal Information Form ANNEXURE - 1. Once the candidates completes filling in the details in the Personal Information form, he/she should submit the same along with a copy of his/her updated resume, photograph and photocopies of duly attested certificates / testimonials . During the personal round the interviewer should try to probe maximum job related information from the candidate. Following things should always be observed at the time of taking personal round of interview.

- Communication skill
- Presentation skill (clarity in explanation)
- Interpersonal Skill
- Appearance
- Specific Job knowledge
- Reason for leaving current Job
- Current Salary drawn
- Expected salary
- Notice Period for joining
- Any other institution specific requirement

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Once the candidate is interviewed he /she need to be given rating for comparison and evaluation vis-à-vis other candidates. Refer Interview Assessment form – Annexure - 2

### **1.7 Reimbursement of travel expenses for outstation candidates**

The Principal in coordination with the Registrar /Superintendent will arrange for the reimbursement of the fare to the candidates who came for the interview. The amount of reimbursement will depend upon the position for which the candidate is called for test/interview. All the reimbursements should be approved by the President /Chairman of the DGMC.

### **1.8 Tests / (Demo Lessons for teaching staff)**

Candidates who have applied for teaching positions and have cleared personal round of interview may be asked to give demo lesson. Principal should ensure that the candidate is informed well in advance regarding the details of the demo lesson like topic to be covered, grade/standard, duration of demo lecture etc. At least one subject expert should be present in the class in order to examine the demo lesson.

### **1.9 Credential & Reference check:**

Confirmation of credentials or reference check plays a very critical role in selection of any candidate. Before issuing an appointment letter the candidate's credentials should be judged thoroughly. There are two types of reference check for every candidate namely,

- Personal
- Professional

Under personal reference check the residential details needs to be confirmed. For this administrator of DGMC can do a telephonic call at the candidate's residence and can confirm the address. Thereby it will also help in confirming the authenticity of the telephone numbers provided by the candidates that may be required to be used in case of emergency or exigency.

For conducting professional reference check the Office Superintendent / Registrar may send a confidential letter/email/telephonic call and reference check sheets to the previous employer and get the responses on the person's qualification, abilities and other traits.

*Note: However the reference checks can be waived off by / under the advice of the President.*

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Rajasthani Sammelan Education Trust  
DEVIPRASAD GOENKA MANAGEMENT COLLEGE OF MEDIA STUDIES

**PERFORMANCE APPRAISAL REPORT**  
For SELF APPRAISAL OF TEACHERS

Estimate of General Ability and Character of Grade "A" to Grade "C" Officers/Employees :

Name of the Lecturer					
Period of Report	From 01-06-2019 to 31-04-2020				
Post /s held					
Industry & Application Average	Outstanding	Very Good	Good	Below Average	
Capacity to get work done by Subordinates	Outstanding	Very Good	Good	Below Average	
Relations with Colleagues and Public	Co-operative	Courteous	Helpful	Indifferent	Unfriendly
General Intelligence	Very Brilliant	Brilliant	Intelligent	Average	Dull
Administrative ability including Judgment initiative and Drive	Outstanding	Very Good	Positively	Good	Below Average
Technical Professional ability (Where Relevant)					
Special Attitude					
Integrity & Character					
Whether powers delegated are	Yes	Partly	No		
Fitness for Promotion subordinates	Unfit	Fit for Normal Course		Fit for Accelerated	
Areas of Training required					
State of Health	Not Good	Good	Very Good		
Fitness for field work	Yes	No	Not relevant		
Willingness to work on Computer	Yes	No	Not Seen		
General Assessment	A+ Outstanding	A Very Good	B+ Positively Good	Average	

Place : Mumbai

Date :

.....  
Name & Signature of the Teacher

Remarks by Principal –

Signature of the Principal



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**SELF - ASSESSMENT FORM FOR COLLEGE LECTURER**

Year of Assessment : 2019-20

<b>1 Basic Information :</b>						
a) Name of the College in Full		Rajsthani Sammelan Education Trust Deviprasad Goenka Management College of Media Studies, RSET Complex, S.V.Road, Malad West, MUMBAI - 400064				
b) Region in which situated		Urban / Rural				
c) Name of the Lecturer in Full (Beginning with Surname)						
d) Qualifications of the Lecturer :						
Degree & Post Graduate Degree Exam	Special / Principal Subject Offered	Allied / Additional Subordinate Subjects Offered	Class Obtained	Year of Passing	University	
e) Subject taught and faculty						
f) Designation						
g) Date of Birth						
h) Date of Joining of the College						
i) Teaching Experience at the College Level						
Name of the previous Institution/s	Period of Service		Designation	Classes taught	Subject/s taught	Scale of Pay
	From	To				



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(2)

2. Courses taught and work load indicating also the norms, standards, targets etc. prescribed if any :

Number of period per week  
As per prescribed norms

Actual number of periods per weeks :

Lecturers/Tutorials/ Practical subject and paper taught –

- (a) Under Graduate  
(b) Post Graduate  
(c) Other

3. Teaching methods applied : (Name and describe new teaching methods used, if any) (Besides lecture method i.e.)

a)	Distributing lecture, synopsis and biography	
b)	Encouraging questions in the class	
c)	Announcing topics for discussion in advance	
d)	Holding seminars	
e)	Use of Audio Visuals Aids (wherever facilities exist)	

4. Contribution to COSIP and COHSSIP Scheme, if it exists in the college or through ULP (where such scheme exists)

5. Any other contribution in –

a)	Teaching methods	
b)	Evaluation Techniques	
c)	Course Development etc	

6. Academic and Professional Growth (During the year) :

a)	Research Qualification acquired	
b)	Research projects undertaken	
c)	Research papers published indicating titles and names of journals in which published	
d)	Guidance rendered to Research Scholar	
e)	Participation in Seminars, Workshops, Conference during the year	
f)	Participation in Orientation Programmes, Refresher Courses etc.	
g)	Faculty improvement Programme	
h)	Any other type of training	



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(3)

7. Participation in Extra Mural Activities :

a)	Extra Curricular Activities, Debates, Cultural Activities, Counselling to students, planning Forum, Union, NSS, NCC, DLEE etc.	
b)	Service to Community Adult Education, Extension service etc.	

8. Help in College Administration of various committees such as Discipline committee, Admission Committee, etc. :

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9. Any other information about the contribution (not conveyed above) relevant to a proper assessment of activities :

.....

.....

10. General Observations :

a)	Attendance a) Regularity b) Punctuality	
b)	Students – Teacher Relationship	
c)	College Relationship	
d)	Class Control	
e)	Reading habits and other matters	
f)	Your own assessment of your performance for the year under report in regard to (i) the quality and quantity of work done and how it compared with the prescribed norms, standards or targets (ii) guidance, training, controlling classes	
g)	Details of any specific item (s) of work done by you think specially noteworthy	
h)	If, in your opinion you were unable to maintain the expected quality or quantity in performance in any respect indicate briefly your reasons why this happened :	



*[Handwritten Signature]*

Date : .....

(Signature of the lecturer)

**EVALUATION BY THE PRINCIPAL**

- a) State whether the facts stated above are correct ? If not state the correct facts.
- b) Do you agree with the self-assessment of his/her performance done by the officer? If not, give reasons why you do not agree.

Sr.	Actual Verification		Evaluation			
	Correct	Exaggerated	Excellent	Very Good	Average	Poor
1						
2						
3						
4						
5						
6						
7						
8						

- Evaluation is not expected in column 1 & 2.

Observation of the Principal :

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Date :

Signature of the Principal



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Deviprasad Goenka Management College of Media Studies  
S.V.Road, Malad (West), Mumbai - 400 064.

### APPRAISAL FORM

Name of Institute:	Date of Appraisal:
Staff Name: /	Department:
Teaching <input checked="" type="checkbox"/> Non-Teaching <input type="checkbox"/> Staff	Position:
Date of Joining:	Location:

#### TO BE FILLED BY THE REPORTING OFFICER:

PERFORMANCE INDICATORS: Please tick mark <✓> for all the following columns.

		Excellent	Very Good	Good	Average	Poor	Total
1	Quality of Work						
2	Time Management						
3	Communication Skills						
4	IT/Equipment / Machinery Skills						
5	Initiative & Flexibility						
6	Problem Solving & Decision Making						
7	Personal Grooming and Appearance						
8	Integrity						
9	Hard-working						
10	Task Orientation						
11	Dependability						
12	Relation with Colleagues & Team Members						

FINAL SCORE = (TOTAL RATING / 12)

PERFORMANCE RATING SCALE FROM 5 TO 1:

Scale	5	Excellent	4	Very Good	3	Good	2	Average	1	Poor
		Above Expectations		Meets all Expectations		Partially meets Expectations		Below Expectations		Unable to meet expectations

**FOOTNOTE: RATINGS**

Scale	Range
Excellent	5 - 4.1
Very Good	4 - 3.1
Good	3 - 2.5
Average	2.4 - 2
Poor	Less than 2

**Achievements, if any:**

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**Observations & Recommendations, if any:**

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name & Designation of the Reporting Officer:  
\_\_\_\_\_

Do you agree with the assessment given above? Observations & Comments, if any:

---

Signature:

Signature:

Name of Employee:  
\_\_\_\_\_

Name & Designation of the Reviewing Officer  
\_\_\_\_\_

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**Criterion 6 - Governance, Leadership and Management.  
6.2 Strategy Development and Deployment**

**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

**4. Policies and procedures**

Deviprasad Goenka Management College of Media Studies is committed to maintaining a safe, inclusive, and conducive learning environment for all students. The college has implemented several policies, including the Admission Policy, Anti-Ragging Policy, Exam Policy, Grievance Policy, Green Policy, and Disability Policy, to ensure that academic and ethical standards are upheld. These policies are designed to foster a respectful atmosphere, promote sustainable practices, address student concerns effectively, and support students with disabilities. Additionally, as part of the admission process, students and their guardians are required to sign a release form acknowledging the consequences of any violation of the Anti-Ragging Policy, thus taking ownership of their behavior. The overall purpose of these policies is to ensure the welfare of students, protect their rights, and maintain discipline while promoting an atmosphere of fairness, responsibility, and respect within the college.



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Deviprasad Goenka Management College of Media Studies (DGMC)  
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Ref. No.: MOM 096/ 2023

Date: 30.08.2023

## DGMC meeting for Staff Meeting

Date: 29<sup>th</sup> August, 2023

Time: 03:00 pm

**Agenda of the Meeting:** Plan of Action following the reception of Acceptance email for NAAC Accreditation

Following people attended the meeting:

Dr Ameer Vora – Principal of DGMC

Mr Yashwant Baing – Registrar

Faculty Members:

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

Non-Teaching Staff

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

## Meeting Proceedings:

The meeting commenced with Dr Ameet Vora, the Principal of the college, welcoming all the participants and informing them about reception of Acceptance email from NAAC

The principal then highlighted the agenda of the meeting as:

1. Discuss the plan of action for each criteria and creation of physical files / paper work
2. Date selection for NAAC Visit

Following were the points discussed in the meeting:

- The faculties were informed that the college has pre-qualified for NAAC and that the principal has received an email from NAAC to finalise a date for visit
- Now the college needs to pay the balance amount and the advance fee for visit logistics
- The initial date suggested for NAAC visit by the department is any time before 29<sup>th</sup> September, however the college is going to ask for another date for the month of October or November
- The agenda on hand is completion of pending file work.
- The visit accounts for 30% of our marks in NAAC accreditation and therefore all criteria heads need to now create their files for the NAAC visit which will constitute the data for the qualitative sub-criterias
- TLP's need to be created on a priority
- Chandroday sir shall assist Ziegler sir and Prasoon sir in the process.
- BAFTNMP will require TLP's of the past 5 years, whereas BAMMC requires TLP's for the last 3 years
- We need to create a separate file for the work done in the year 2022-23 for each criteria
- Criteria wise box files need to be created including all the five years in one file
- Venue for hosting the guests from NAAC was discussed and three suggestions were given, that is, Raddison Blue, West Inn or Sarovar hotel
- The principal shared the process of the two day evaluation visit with the faculties
- Creatives need to be created for the visit constituting – Vision and Mission, Anti-ragging posters, WDC Posters, DLLE posters
- The college also needs to install / create – NSS room, IQAC room, Girls/boys common room, Suggestion boxes
- Suggestions were made for design and decoration of the foyer, wherein, events of the college can be constituted in a collage and displayed in the foyer through a soft board display

The meeting was concluded with Principal ma'am confirming that everyone is clear about their responsibilities for the preparation of the visit and the faculties agreeing to the discussion.

Minutes by: Nilanksha Sachdev

Dr. Ameer Vora  
Principal

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RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

Ref. No.: MOM 093 / 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 5<sup>th</sup> of each month

- This list will be circulated and signed by the defaulting students
- The office has to prepare the attendance before the 5<sup>th</sup> 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 their 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