

RSET's



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

7.1.10. - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

S.No.	Code of Conduct
01.	Code of Conduct for students – Student Handbook
02.	Committees for managing Code of Conduct
03.	Orientation Program for FY, SY, TY
04.	Orientation Program MA FTNMP & MA CJ
05.	Code of Conduct for Library
06.	Code of Conduct for Staff
07.	Event1. Intellectual Property Rights Event2. Attendance – Notice and Report



Handwritten signature



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

Code of Conduct at DGMC for Students

Link:

1. [chrome-extension://efaidnbmnnnibpajpcglclefindmkaj/https://dgmc.org.in/wp-content/uploads/2023/06/UG-MA-Prospectus-2023-24-final-for-print.pdf](https://efaidnbmnnnibpajpcglclefindmkaj/https://dgmc.org.in/wp-content/uploads/2023/06/UG-MA-Prospectus-2023-24-final-for-print.pdf)
2. https://dgmc.org.in/wp-content/uploads/2023/08/HANDBOOK_2023-24- FINAL.pdf

Code of Conduct @ DGMC

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

Code of Conduct for Offline Lectures

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



Handwritten signature



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

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

Anti-Ragging Norms

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

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

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



Handwritten signature

RSET's



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

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

Committees for Monitoring Students:

1. Discipline Committee
2. Student Grievance Redressal Committee
3. Unfair Means Committee
4. Anti- Ragging Committee

Discipline Committee

Chairperson	Srinivasrao Challapalli
	Sudeep Mehta
	Bhavisha Shah

CAP Round

Chairperson	Kinjal Tandon
	Viraj Bandekar
	Bhavisha Shah
	Devendra Koli
	Shravani Vichare
	Sushant and Ajinkya

Students Grievance Redressal Committee

Chairperson	Kanchan Luthra
Member	Rakhi Patkar
Member Secretary	Viraj Bandekar

Unfair-means Inquiry Committee

Chairperson	Anirbaan Ghosh
Member	Srinivasrao Challapalli
Member Secretary	Ponselvi S

Anti-ragging Committee

Chairperson	Yashwant Baing
	Sarika Shah
	Shravani Vichare



Handwritten signature

RSET's



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

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

Event Report: NSS Orientation Meeting

Date: 3rd August 2023

Organized By: NSS Unit (SB 22)

An *NSS Orientation Meeting* was conducted on 3rd August 2023 for 100 NSS volunteers of our institution (SB 22). The meeting aimed to provide a detailed understanding of the National Service Scheme, its objectives, and guiding principles, while also outlining the plan of action for the upcoming year.

During the session, volunteers were introduced to the core philosophy of NSS, emphasizing service, teamwork, and community development. The orientation highlighted the importance of selfless service and social responsibility in fostering holistic growth among students.

The roadmap for the year ahead was shared, including proposed community engagement activities, skill-building workshops, and awareness campaigns. Volunteers were encouraged to actively participate in all initiatives to maximize their learning and impact.

The meeting concluded with an interactive session, where volunteers clarified their doubts and shared their enthusiasm for contributing meaningfully to society. The orientation set a strong foundation for a productive and impactful year for the NSS Unit.



NSS CORE TEAM OF 2023-2024



ARYAN MENGHANI
DIGITAL HEAD



PRATIBHA PANDEY
CONTENT HEAD



YUSUF CHOUHAN
LEADER



DIVYA MOHAPATRA
LEADER



KRITIKA GEHLOT
FINE ARTS TEAM



TANISHA SONI
FINE ARTS TEAM



YUVRAAJ RAJPUT
MEDIA TEAM
(PHOTOGRAPHY)



HEET MEHTA
MEDIA TEAM
(VIDEOGRAPHY)



MURTAZA BOTADWALA
LEADER



KRISHA DAVE
ADMIN TEAM



RAHIL JAIN
ADMIN TEAM



Handwritten signature

RSET's



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

Event Report: Orientation Programmes for BAFTNMP & BAMMC Students

Orientation Programme for SY & TY BAFTNMP and BAMMC

Date: 13th June 2023

The orientation programme for the Second Year (SY) and Third Year (TY) BAFTNMP and BAMMC students was conducted on 13th June 2023, marking the commencement of the Academic Year 2023-24.

The programme aimed to familiarize students with the academic and co-curricular environment of DGMC. Key guidelines regarding examinations, attendance, discipline, and various activities were shared. Students were also encouraged to actively participate in the college's numerous clubs and committees.

The session fostered communication between parents, students, and the institution, laying the foundation for a productive academic year.

Orientation Programme for FY BAFTNMP and BAMMC

Date: 7th August 2023

The orientation programme for the First Year (FY) BAFTNMP and BAMMC students was held on 7th August 2023, providing an introduction to the academic year 2023-24.

Students and parents were briefed about the institution's examination guidelines, attendance policies, and disciplinary expectations. They were also introduced to the Training & Placement Cell (TAP), co-curricular and extra-curricular activities, and value-added courses offered by DGMC.

Additionally, the new teaching faculty of DGMC was introduced to the parents, ensuring open lines of communication and collaboration throughout the academic journey.

Both programmes successfully set a positive tone for the academic year, fostering a sense of community and engagement among students, parents, and faculty members.



Alina

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



Abha

RSET's



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

Event Report: Orientation Ceremony for MA (MC-FTNM) & MA (J&MC) – Part-I

Date: 21st August 2023

The orientation ceremony for the new batch of MA (Mass Communication – Film, Television & New Media) and MA (Journalism & Mass Communication) Part-I students was held on 21st August 2023. This event marked the beginning of an enriching academic journey for the incoming students.

The ceremony commenced with a warm welcome extended to the students, setting a positive tone for their new chapter at DGMC. The session provided an overview of the academic programs, highlighting the curriculum, learning objectives, and opportunities for personal and professional growth.

Students were introduced to the experienced faculty members, who shared insights into the specialized courses and encouraged active participation in academic and co-curricular activities. Additionally, information regarding examination guidelines, attendance policies, discipline, and various value-added initiatives was shared.

The orientation also focused on familiarizing students with the resources available at DGMC, including clubs, committees, and the Training & Placement Cell (TAP), ensuring a holistic learning environment.

The engaging and interactive session inspired students to embark on their academic journey with enthusiasm and dedication, paving the way for a successful and fulfilling year ahead.



Alina

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

Library Code of Conduct

SMT. Prabhdevi Banwarilal Saraf Library established in the year 2014.



The Resource Centre is located at 5TH floor of DGMC houses more than 2381 books, 25 journals and periodicals and DELNET online database of more than 6000 E Journals and books. It has a Research Cell for scholars pursuing Ph D. It provides OPAC (Open Public Access Catalogue) facility for online searching and reservation of books. Automation is done with the help of KOHA software and a bar-code system. Compactors are used to store books. The Reading room area is brightly lit with comfortable seating. The library remains open from 7.30am to 6pm on all working days. Library also facilitates Inter Library Loan facility with other institution libraries on the campus.

Responsibilities of the Library:

- To ensure relevant and ample collection of books, journals and other information sources to support courses offered in the college.
- Formulation of rules and regulations for the use of the library.
- To allocate appropriate budget to procure the above stated source materials to meet the curricula of courses.
- To check the implementation of the library policy to finalize the proposals of the librarian for the development of the library.
- To offer library extension services to the students and teachers.
- Finalizing the Annual Report submitted by the librarian.

Rules and Regulations of the Library: <https://dgmc.org.in/rules-regulations/>

Library Events: <https://dgmc.org.in/library-events/>



Prabhdevi

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

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: 1117/2023

31st July 2023

NOTICE

SY & TY – LIBRARY CARDS

All students of SY & TY BAMMC and SY & TY BAFTNMP are hereby informed that the Library cards will be issued in the respective classrooms, as per the schedule given below.

Students need to bring with them **2 ID-size (3cm*2cm) photographs** on the given date.

3/8/2023 - (Thursday)

TY BAMMC

Div A: Classroom 481	8.45 am
Div B: Classroom 484	10.45 am

4/8/2023 - (Friday)

TY BAMMC

Div C: Classroom 584	8.45 am
----------------------	---------

TY BAFTNMP

Div A: Class room 782	10.45 am
-----------------------	----------

5/8/2023 - (Saturday)

SY BAMMC

Div A: Classroom 585	8.45 am
Div B: Classroom 485	10.45 am



Handwritten signature

RSET's



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

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

7/8/2023 - (Monday)

SY BAFTNMP

Div A: Classroom 784 8.45 am

Kindly Note:

Students will be allowed in the library ONLY if they have both Library Card along with their Reader's Ticket.



Dr. Ameer Vora
Principal



Code of Conduct for RSET / DGMC Staff

CHAPTER – 8

CODE OF CONDUCT

Topics

- 8.1 – List of misconducts
- 8.2 – Personal appearance policy / Dress code
- 8.3 – Unauthorized absent for long time / Abandonment of service
- 8.4 – General Discipline

8.1 – List of misconducts:

The institution expects all employees to understand and internalize the institution value and ensure that they uphold them in their dealings within the institution and outside.

Every employee is expected to conduct and carry himself/herself in a proper manner at all times , and observe all rules , regulations and norms so as to promote a harmonious working relationship and conducive environment.

The following acts or omissions on the part of an employee amount to misconduct.

- i. willful subordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior.
- ii. going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof
- iii. willful slowing down in performance of work, or abetment of instigation thereof;
- iv. theft, fraud, or dishonesty in connection with the institution's business or property or theft of property of another employee within the premises of the establishment
- v. taking or giving bribes or any illegal gratification
- vi. habitual absence without leave, or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation
- vii. late attendance on not less than four occasions within a month
- viii. habitual breach of any acts or any law applicable to the institution or any rules made there under:
- ix. collection without the permission of the superior of any money within the premises of the institution except as sanctioned by any law for the time being in force;
- x. engaging in trade within the premises of the institution
- xi. drunkenness, riotous, disorderly or indecent behavior on the premises of the institution;
- xii. habitual neglect of work, or gross or habitual negligence;
- xiii. habitual breach of any rules or instructions for the maintenance and running of any department, or the maintenance of cleanliness of any portion of the establishment
- xiv. willful damage to any asset or to any property movable or immovable of the institution



Handwritten signature



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

- xv. holding meeting inside the premises of the institution without the previous permission of the superior or except in accordance with the provisions of any law for the time being in force.
- xvi. Gambling within the premises of the establishment
- xvii. Smoking or spitting on the premises of the establishment where it is prohibited for the employees
- xviii. disclosing to any unauthorized person any information in regard to the processes of the institution which may come into the possession of an employee in the course of his/her works;
- xix. failure to observe safety instruction notified by the employer or interference with any safety device or equipment installed within the institution
- xx. distribution or exhibiting within the premises of the establishment handbills, pamphlets, posters, and such other things causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the superior
- xxi. refusal to accept a charge-sheet, order or other communication served in accordance to the institutional rules
- xxii. Unauthorized possession of any lethal weapon in the establishment;
- xxiii. Sexual harassment which includes unwelcome sexual determined behavior (whether directly or by implication), such as:-
 - a) Physical contact and advances; or
 - b) Demand on request for sexual favors
 - c) Sexually colored remarks
 - d) Showing pornography; or
 Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

8.2 – Personal appearance policy / Dress code:

Without unduly restricting individual; taste, the following personal appearance guidelines should be followed:

- i. Jeans, Bermudas, t-shirt and shorts are not allowed as they do not present appropriate professional attire.
- ii. Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn in the campus or while on duty.
- iii. Visible excessive tattoos and similar body art must be covered in the campus or while on duty.
- iv. Unnaturally colored hairs, and extreme hair styles, such as spiked hair and shaved heads, do not present an appropriate professional appearance in the campus or while on duty.
- v. Offensive body odor and poor personal hygiene is not professionally acceptable in the campus or while on duty.
- vi. Facial jewelry, such as eyebrow rings, lip rings, and tongue studs, is not be worn in the campus or while on duty.



Handwritten signature

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

8.3 – Unauthorized absent for long time / Abandonment of service:

Any employee who remains absent without permission or intimation in writing for a period of 15 days continuously (inclusive of holidays and weekly Off days) will be treated as having abandoned service and the process of removing his name from the muster will be initiated.

General Discipline

8.4.1 Purchase on behalf of the institution

No employee has an authority to purchase any stores, goods, stationary, etc., or incur any liabilities on account of the institution without a written permission from the institution. All the orders for stores or goods rendering the institution to any financial obligations must be signed by the authority.

15.4.2 Receipts on behalf of the institution

No employee, except those who are authorized by the company in writing by the institution, shall receive any money, goods, post or parcels etc., on behalf of the institution.

15.4.3 Non-removal of stationary etc

No employee is allowed to remove any material, article or thing or papers, books or stationary to his/her residential premises except for the purpose of bringing up the arrears of work or for such other purpose, and only with the permission of the authority.

15.4.4 Personal Phone Calls

On no account is any employee allowed to utilize the institution's telephone for giving or receiving personal calls.

15.4.5 Prohibition of Personal use of stationary

No employee should use any office stationary or any items belonging to the institution for his/her personal use.

15.4.6 Social calls and Visits

No employee shall receive visitors anywhere in the institution's premises unless it is solely in connection with the institution's functioning.

15.4.7 Acceptance of Gift

Employees shall not accept gifts from anybody including present or potential vendors, teachers, students, etc , while in employment with the DGMC.

Acceptance of gifts shall render the employee liable for disciplinary action.

Political Activities

No employee shall be allowed to work for any political party in any manner, whatsoever during working hours and/or, in/from the premises of DGMC



Handwritten signature

RSET's



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

IPR Workshop

The Student's Council of Deviprasad Goenka Management college of Media Studies hosted a session on Intellectual Property Rights (IPR). Ms. Anuradha Maheshwari, an esteemed expert in the fields of trademarks, copyrights, logos, and related legal aspects, shared her wealth of knowledge with a captivated audience. This session was attended by students of DGMC specializing in advertising, film studies, and content creation, making it a valuable learning experience for all.

Ms. Maheshwari began by providing a comprehensive overview of Intellectual Property Rights, emphasizing their critical role in safeguarding creative works and innovations. She highlighted the significance of trademarks in brand protection and copyright in preserving original literary, artistic, and cinematic creations.

The session delved into the intricacies of trademark registration, shedding light on the importance of unique logos and symbols in building brand identity. Students gained insights into the legal procedures involved in securing trademarks, ensuring the exclusivity of their brands in a competitive market.

The discussion then shifted to copyrights, where Ms. Maheshwari elucidated the rights of creators in protecting their literary and artistic works. She emphasized the value of copyright registration as a crucial step in defending one's creative endeavors against infringement.

One of the most engaging aspects of the session was the practical application of IPR in the fields of advertising, film, and content creation. Ms. Maheshwari provided real-life examples and case studies, illustrating how IPR can be a powerful tool for content creators and marketers to protect their intellectual assets and gain a competitive edge.

Throughout the session, students actively participated, posing insightful questions and engaging in discussions, further enriching their understanding of IPR. Her expertise and engaging delivery not only deepened our understanding of IPR but also highlighted its practical significance in the creative industries. This session has equipped students with the knowledge and awareness necessary to navigate the world of intellectual property and protect their creative endeavors effectively.



Anuradha Maheshwari

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



Alina



Alina

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



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



The Student's Council of Deviprasad Goenka Management
College of Media Studies Presents

A Session On

IPR - INTELLECTUAL PROPOERTY RIGHTS



15th September 2023 | 11am onwards



Madhoprasad Saraf Seminar Hall

By - Anuradha Maheshwari



Anuradha


RSET's



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

Attendance Code of Conduct and Actions Taken:

Sample 1: Notice for Attendance Defaulters

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 No. 1369/2024 4st July 2024

NOTICE ATTENDANCE DEFAULTERS

Students are, hereby, informed that the attendance for the following semesters are displayed on the Notice Board and is also available on the Google drive:

1. Semesters III/V for SY & TY BAMMC from 12th June 2024 to 30th June 2024.
2. Semesters III/V for SY & TY BAFTNMP from 12th June 2024 to 30th June 2024.


Attendance Link:
<https://drive.google.com/drive/folders/1hmdlKCBylwHTNSq-bTpsSjpxl3pai1Ov?usp=sharing>


Students are required to take strict note of their attendance.

Please note:

- a. All those students who have recorded an overall average attendance between 50% to 75% and / or have subject attendance of less than 50% are, hereby, informed to make up for the loss of their attendance in the coming month.
- b. All those students who have recorded an overall average attendance of less than 50% and the subject attendance is also less than 50% are hereby warned that if they do not improve their attendance the college authorities shall be compelled and constrained to detain and debar all such students from appearing in the forthcoming Semester End Examination.

Students are, hereby, advised to strictly comply with the attendance norms to avoid any punitive action.


Dr. Ameet Vora
Principal







Sample 2: Personal Hearing Report for Attendance Defaulters

First Personal Hearing – 5th October 2023

A personal hearing session was conducted on 5th October 2023 for students who had defaulted in attendance. The session aimed to provide an opportunity for students to present their cases regarding their attendance records.

The following students were identified as per the defaulter list:

- SYBAMMC:
 - 7 Defaulters
 - 4 Debarred
 - 3 Condoned
- SYBAFTNMP:
 - 8 Defaulters
 - 7 Debarred
 - 1 Condoned

These students were given a chance to explain their attendance issues and request for any condonation, if applicable.

Second Personal Hearing – 10th November 2023

Another personal hearing was held on 10th November 2023 for FYBAMMC and FYBAFTNMP students with attendance below 50%. Out of the 16 FYBAMMC students called for the session, 4 were debarred due to insufficient attendance. Additionally, for the FYBAFTNMP batch, 2 students were condoned for their low attendance, as they provided valid reasons for their absences.

The personal hearings served as a platform for addressing attendance-related concerns and ensuring fairness in decision-making. The outcomes helped reinforce the importance of maintaining consistent attendance, while also offering students a chance for a fair hearing in cases of genuine issues.



Alina



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

Sample 3: Personal Hearing Report

Personal Hearing Report FYBAMMC SEMESTER-II									
Sr.No.	Div	Roll No.	Name	Total Lectures Conducted	Lectures Attended	Brief description of reasons cited by student/parent/guardian during Personal Hearing conducted on 01/04/2024	Previous Instances of Default	Recommendation by Attendance Committee Members	Reason
1	A	8023006	Riddhi Chetan Bhattad	296	95		No		
2	A	8023015	Vester Vincent Creado	296	11		No		
3	A	8023019	Nakul Anand Dhakolia	296	15		Yes		
4	A	8023020	Emlyn Llewellyn Fynn	296	114		No		
5	A	8023033	Faran Shakil Khan	296	39		Yes		
6	A	8023034	Sanika Dinesh Khedekar	296	9		Yes		
7	A	8023038	Nikhil Babulaji Mali	296	97		No		
8	A	8023047	Aryan Ritesh Naik	296	38		No		
9	A	8023050	Rahul Naresh Paliwal	296	8		Yes		
10	A	8023051	Abhijeet Shivmurti Pandey	296	8		Yes		

SYBAFTNMP Div-A Below 50% Attendance List

DIV	Roll No	Full Name	Average	Remark
A	7022008	Saakshi Bharat Dedhia	35	Debarred
A	7022011	Sudeep Siddappa Galagali	24	Debarred
A	7022013	Saksha Kiran Hindalekar	37	Debarred
A	7022025	Soham Bhalchandra Mhetre	27	Debarred
A	7022037	Niraj Galji Revar	25	Condoned
A	7022047	Aman kumar Samredra kumar Singh	33	Debarred
A	7022052	Priyal Anil Veera	32	Debarred
A	7022054	Shrishti Anand Vishwakarma	25	Debarred

SY BAMMC Div-A & B Below 50% Attendance List

DIV	Roll No	Full Name	Average	Remark
A	8022038	Rupali Santosh Rachelkar	35	Debarred
A	8022045	Mahek Gaurav Singh	27	Condoned
B	8022067	Trupti Nagesh Mutul	25	Debarred
B	8022073	Divya Sunil Thakur	30	Condoned
B	8022076	Dev Shivam Singh	25	Debarred
B	8022082	Tanisha Sandeep Anjania	33	Debarred
B	8022084	Riddhi Dilip Dalal	23	Condoned



Abha

RSET's



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

RSET's Deviprasad Goenka Management College of Media Studies

Name of the Student : **Saakshi Bharat Dedhia**

Div. & Roll No. : **A, 7022008**

Class : **SYBAFTNMP**

Attendance Recorded for Sem III

From 13.06.2023 to 04.10.2023 as per O.6086 : **35%**

Examination of Semester III

Reasons of absence stated by the student :

Documents Submitted by the students :

Remarks: The undersigned is constrained to abide by the decision **NOT TO GRANT TERMS** thereby qualifying the student for appearing at the Semester End Examinations conducted by the College on behalf of the University of Mumbai in October 2023.

Reason: .

Credit in attendance/Concession in attendance is granted to all students under 0.6086 for participation in extra-curricular and co-curricular activities. As per Ordinance 0.6086 the Principal on recommendation of Attendance Committee has the authority to condone deficiency in attendance to an extent of 25% which can be for medical reasons or any other such reasons as deemed fit by the committee. Accordingly the student was given the benefit of condonation of attendance of 25% on medical grounds.

Further as per 0.6086, the Controller of Examination and the Committed appointed thereafter by the Controller of Examination is the competent authority to take a decision based on the reasons and documents provided, if at all, by the student.

DGMCMS, Malad (West), Mumbai – 64.

Prof. Nilanksha Sachdev
Convener Attendance Committee

Dr. Ameet Vora
Principal



Amet Vora