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

Key Indicator – 7.2 Best Practice

7.2.1 – Describe two best practices successfully implemented by the Institution as per NAAC format.

Best Practice 2 – **Campus to Corporate**

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01.	Training and Placement Policy
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02.	TAP Placement / Internship letters



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

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Note on DGMC's Campus to Corporate Best Practice

Initiating Corporate Orientation:

Deviprasad Goenka Management College of Media Studies (DGMC) took its first step towards providing corporate orientation to its students in the year 2017. Recognizing the need to bridge the gap between academia and industry, the institution sowed the seed for this endeavor.

Guest Lectures and Industrial Visits:

To provide students with a glimpse into the practical world of media and communication, DGMC arranged guest lectures by media professionals and organized industrial visits. These early efforts aimed at acquainting students with the dynamics of the corporate world.

Evolution into Career Labs:

These initial steps eventually evolved into the concept of "Career Labs." These Career Labs played a crucial role in assisting students in their transition from academia to professional life. The labs provided students with practical insights and knowledge, enabling them to be better prepared for job placements.

Transformation into TAP (Training and Placement Cell):

As the institution recognized the importance of equipping students with not only industry knowledge but also the essential soft skills and communication abilities needed to secure a job, the Career Labs were transformed into the Training and Placement Cell (TAP). TAP's primary purpose is to provide students with the training and support they require to excel in the professional world.

DGMC's best practice is known as "Campus to Corporate." This holistic approach encompasses the Training and Placement Cell (TAP) and emphasizes an Industry-Academia Connect. The institution regularly organizes guest lectures and practical workshops with industry experts, fostering a strong link between academics and real-world requirements. This integrated approach ensures that students are well-prepared for successful career transitions.

DGMC's Training and Placement Cell, under the "Campus to Corporate" initiative, is dedicated to preparing students for the corporate world by imparting not only industry knowledge but also the essential skills and connections required for successful placements. This approach underscores the institution's commitment to the holistic development of its students, enabling them to thrive in their professional careers.





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Policy

Training and Placement Cell

Introduction

The Training and Placement Cell (TAP) has been formed as part of the Internal Quality Assurance Cell (IQAC) in DGMC media college, Mumbai to provide training and placement opportunities for the students. The primary objective of the TAP is to train the students to become industry-ready and assist them in getting placed in reputed companies.

Objectives

The following are the objectives of the Training and Placement Cell:

- a. To provide training and guidance to the students to become industry-ready.
- b. To assist the students in getting internships, training, and placement opportunities in reputed companies.
- c. To establish a strong network with the industry for knowledge sharing and placement opportunities.
- d. To organize career development programs, workshops, and seminars for the students to enhance their skills and knowledge.

Composition

The Training and Placement Cell shall consist of the following members:

- a. Chairman: Head of the Institution or his/her nominee.
- b. Training and Placement Officer: A faculty member appointed by the Head of the Institution.
- c. Placement Coordinators: Two faculty members from the college.
- d. Industry Experts: Two experts from the industry nominated by the Head of the Institution.
- e. Student Representatives: Two students nominated by the Head of the Institution.

Functions and Responsibilities

The Training and Placement Cell shall perform the following functions and responsibilities:

- a. Develop and maintain a database of the students and their skills and knowledge.
- b. Identify the skill gaps and requirements of the industry and incorporate them into the training programs.



- c. Organize training programs, workshops, and seminars to enhance the skills and knowledge of the students.
- d. Facilitate internships, training, and placement opportunities for the students in reputed companies.
- e. Establish a strong network with the industry for knowledge sharing and placement opportunities.
- f. Organize career development programs and mock interviews for the students.
- g. Prepare and submit reports to the IQAC regarding the progress and achievements of the Training and Placement Cell.

Funding

The Training and Placement Cell shall be funded by the college. The expenses for organizing training programs, workshops, and seminars shall be borne by the college.

Review and Evaluation

The Training and Placement Cell shall be reviewed and evaluated by the IQAC annually. The review shall include an assessment of the progress and achievements of the cell and recommendations for improvement.

Conclusion

The Training and Placement Cell is an important initiative to train the students to become industry-ready and assist them in getting placed in reputed companies. The cell shall work towards establishing a strong network with the industry for knowledge sharing and placement opportunities. The success of the cell shall depend on the active participation and cooperation of the members and the industry partners.

Approved By:





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Policy

Industry Academia Cell

Introduction

The Industry Academia Cell (IAC) has been formed as part of the Internal Quality Assurance Cell (IQAC) in DGMC media college, Mumbai to foster a strong collaboration between the industry and academia. The primary objective of the IAC is to bridge the gap between academia and industry by promoting knowledge sharing, skill development, and research activities.

Objectives

The following are the objectives of the Industry Academia Cell:

- To establish a strong network between the industry and academia for knowledge sharing, research, and skill development.
- To identify the skill gaps and requirements of the industry and incorporate them into the curriculum to make the students industry-ready.
- To provide internships, training, and placement opportunities for the students to gain practical exposure and experience in the industry.
- To encourage research and development activities in collaboration with the industry to solve real-world problems.
- To organize workshops, seminars, and conferences to promote interaction and exchange of ideas between the industry and academia.

Composition

The Industry Academia Cell shall consist of the following members:

- Chairman: Head of the Institution or his/her nominee.
- Coordinators: Two faculty members from the college.
- Industry Experts: Two experts from the industry nominated by the Head of the Institution.
- Student Representatives: Two students nominated by the Head of the Institution.



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Functions and Responsibilities

The Industry Academia Cell shall perform the following functions and responsibilities:

- a. Identify the industry partners and collaborate with them for various activities.
- b. Conduct meetings regularly to review the progress and plan for future activities.
- c. Identify the skill gaps and requirements of the industry and incorporate them into the curriculum.
- d. Facilitate internships, training, and placement opportunities for the students in the industry.
- e. Organize workshops, seminars, and conferences to promote interaction and exchange of ideas between the industry and academia.
- f. Identify research and development opportunities in collaboration with the industry to solve real-world problems.
- g. Prepare and submit reports to the IQAC regarding the progress and achievements of the Industry Academia Cell.

Review and Evaluation

The Industry Academia Cell shall be reviewed and evaluated by the IQAC annually. The review shall include an assessment of the progress and achievements of the cell and recommendations for improvement.

Conclusion

The Industry Academia Cell is an important initiative to bridge the gap between academia and industry. The cell shall work towards creating a strong collaboration between the two sectors to promote knowledge sharing, skill development, and research activities. The success of the cell shall depend on the active participation and cooperation of the members and the industry partners.

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PLACEMENT DECK

DGMC's
TRAINING AND PLACEMENT CELL





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ABOUT DGMC

DGMC is a premier media and communications institute with a state-of-the-art infrastructure, where students, researchers and media professionals interact to facilitate dynamic career paths. It is supported by its parent body RSET which has been in the field of education for over seven decades. DGMC provides courses on Communication and Filmmaking at undergraduate and postgraduate levels, and offers autonomous Postgraduate Programs (PGP) in various verticals of the media such as Integrated Marketing, Advertising and Communications; Event Management; Filmmaking; Sports Marketing and Management. DGMC runs a PGDM program in Media and Communication approved by the AICTE.

PRINCIPAL'S DESK

As the Principal of this Institute, I believe that an inquisitive mind is a gift to be cherished and nurtured and we at DGMC aspire to make the ordinary come alive, continue to inspire, empower and challenge our students through our holistic approach to imparting education. Our students are fortunate that the Faculties at our institute have designed the The Training program, that covers modules on soft skills, trains the students to be good listeners, prepares them for an interview, written tests and group discussion, enhances their skills in public speaking and thus helps them to become employable. This program designed by the faculties of the Training and Placement Cell teaches the students to be professional in their approach and also gives them an understanding to meet deadlines and handle peer pressure. All these extra efforts are undertaken by our faculties with no extra cost to the students enrolled with the Training and Placement Cell. The sessions of the Training program are planned keeping their academic calendar in mind and are conducted accordingly.



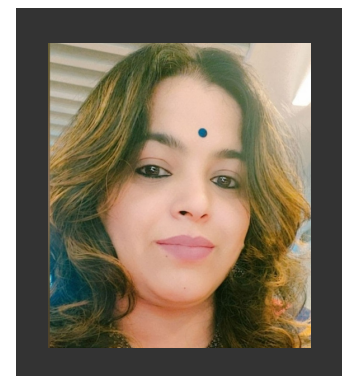
PLACEMENT OFFICER

Shravani Vichare

Experience:

- Industry: 3 Years
- Academic: 13 Years

Area of interest/specialization: Media & Entertainment



WHAT IS TAP?

Deviprasad Goenka Management College of Media Studies - Training & Placement Cell – TAP is primarily responsible in ensuring that students across all courses are provided with necessary training to ensure they are equipped with the right skill sets to be placed upon their exit from the college.



WHY DID WE START?

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

TAP STRUCTURE

BASIC LEVEL

(FY BAMMC/BAFTNMP and FY MA)

The goal here is to register, introduce and train students in the basic modalities of training skill sets. Topics such as basic proficiency in language, public speaking, business English, Introduction to soft skills and personality development among various others will be delivered. This will be followed by an evaluation and then the students who satisfy the evaluation criteria shall be given a live project to work on.

INTERMEDIATE LEVEL

(SY BAMMC/BAFTNMP and SY MA)

In this module, emphasis shall be placed on exploring internship opportunities based specialization. Students should be able to understand the principle of effective workplace communication; to identify and develop appropriate conflict resolution skills; to communicate effectively using various written workplace documents such as business letters, emails and phone messages. An emphasis will be on the presentation skills, soft skills, SWOT, CV, LinkedIn presence, stress and anger management. After evaluation, students who satisfy the evaluation criteria shall be provided with an internship opportunity.

ADVANCE LEVEL

(TY BAMMC/BAFTNMP and TY MA)

In the final part, the emphasis shall be on Identifying potential career paths, making a decision on the best option and developing an action plan. This will also include exploring placement opportunities, CV building, company profiling, work ethics, and cultural sensitivity. After the final evaluation, students who satisfy the evaluation criteria shall be offered a full time job opportunity in the select field of their specialization.

HIGHLIGHTS

1: At the end of First Year, Tap Students are provided with LIVE PROJECTS. The evaluation is concluded on the basis of the student performance in these live projects and only then the student is allowed to proceed further

2: At the end of the Second Year, the qualified TAP students are provided with 60 day Internships. These internships are based on the internal performance of the students during their second year and their 'macro' are of interest. Their evaluation is concluded on the basis of their performance in the internship and the feedback received from their industry in charge.

3: At the end of the third year, the qualified TAP students are provided with 90 day internships with an option to further the same into a permanent job. This means that the student at the end of third year stands to enter a job in the field of their choice and training and walk away with a competitive package in the media sector.

4: The package that our students have received through TAP ranges maximum upto Rs 5,00,000 per annum

HOW MANY STUDENTS ON AN AVERAGE ENROLL EVERY YEAR

Sno	Academic Year	Basic Level	Intermediate Level	Advance Level	Students Placed
1	2020-2021	100	67	38	24
2	2021-2022	85	52	31	21
3	2022-2023	110	-	-	-

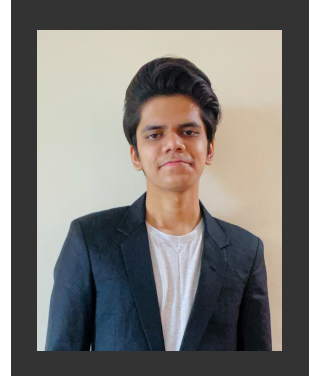
OUR KNOWLEDGE PARTNERS

Sno	Name of the Company
1	Egg First Advertising
2	NH Studios
3	The Minimalist Advertising
4	LN Events and Entertainment
5	EMS Global and Events
6	Mindstorm
7	Media Storm Advertising
8	Blazn India Advertising
9	Coconut Media Company
10	Friday Film Works
11	Endemol Shine
12	Frame Productions
13	The Gracel Advertising
14	Benaras Media Works

STUDENT'S SPEAK

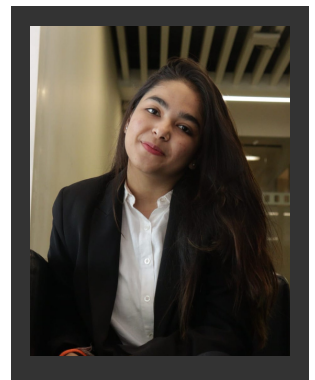
SANMAN HUTGIKAR

As a student of DGMC I have been a part of The Training and Placement cell, an initiative by DGMC to make students employable ready. TAP sessions are conducted simultaneously with our regular lectures, it is classified into three stages just as our degree, the main thing that I like about TAP is that they focus and pick such topics for their sessions that are really interesting like "Meeting and Greeting", Professional communications, Resume making etc. all these concepts when heard for the first time sound really simple and easy but after attending these sessions I realized that there are so many in depth things that I did not know about them, I feel really fortunate that I have an initiative like The Training and Placement cell in my college which helps me and also many other students to get ready professionally for the industry free of cost.



VANSHITAA MEHTA

It was an amazing experience to be a part of the Training and Placement program (TAP) for the past two years. It helped me in improving my communication skills and also helped me in personality development, where I learnt the insight to crack an interview. Professors associated with the training and placement program helped me with career opportunities. Special thanks to the professors who believed in me and helped me clear my first interview with LN Events and Entertainment.



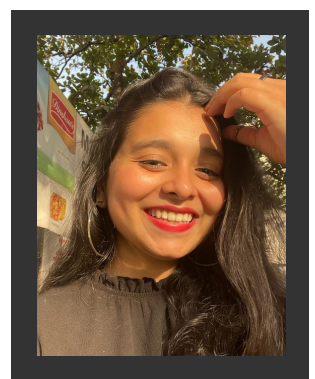
HARSH THOKAL

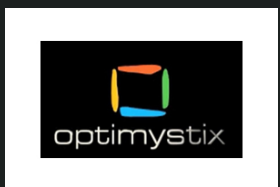
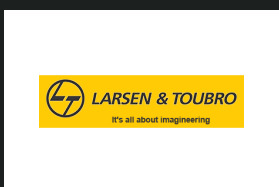
It was a great experience to be a part of the Training and Placement program (TAP), where I got to learn so many things apart from the college curriculum. Every college should have such kinds of programs to enhance one's capabilities. I was lucky enough to crack my first interview at Contiloe Pictures Pvt. Ltd., where I got my internship, and later got placed there as an Associate Creative Head. All thanks to DGMC and its faculty.



SHIFA KHAN

My name is Shifa Khan from SYBAMMC. I am currently working at an advertising agency called Blazn. Being a student with a mere experience of 6 months and getting hired full time with a pretty decent pay would not have been possible if our college DGMC would not have taken the initiative of training us via the Training and Placement program. I think we are privileged to have professors who have taken two hours out of their busy schedules to train us after our lectures. They helped us build apt resumes, they helped us with our confidence in our interview skills and made us ready enough to crack any interview with valor. It has been of great help in getting us placements, she constantly strives and puts efforts for getting us a good job according to our caliber. Lastly, I personally believe that it's a great opportunity for us students to learn and get ready for achieving our goals.





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DGMC TAP

TRAINING AND PLACEMENT DOCUMENT



DGMC TAP

Introduction:

The Training and Placement (TAP) Cell plays a crucial role in locating job opportunities for Undergraduates and Postgraduates passing from the college by keeping in touch with reputed firms and industrial establishments. The Cell operates round the year to facilitate contacts between companies and graduates. The number of students placed is continuously rising. In the year 2018-19 we had a 100% placement record.

We have been successful in maintaining our high placement statistics over the years. Our ingenious alumni have set new standards in the corporate world through their estimable contributions and it is DGMC - Tap's firm conviction that we will continue that legacy in the years to come.

The Placement Cell organises career guidance programmes for all the students starting from first year. The cell arranges and conducts training level wise programmes along with Mock Interviews, Group Discussions, Communication



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Skills Workshop, Soft Skills etc. It also invites HR Managers from different industries to conduct training programmes for final year students.

The Placement Committee is the committee that helps fulfil the corporate dreams of the students. The committee looks after pre-placement talks and organises all formal interactions between the students and corporates for summer and final placements. The placement cell is an ethical and transparent body. Being a part of this committee is a pride in itself as the selection process is rigorous to test a student's dedication and stress level. The committee aims to maintain a record of 100% placements.

Module Brief:

The Modules are dedicated to anyone who feels they need some extra support in their career development. It could be a student who has just started studying in his/her/their undergraduate/postgraduate programme. The TAP modules can help in making the next step in their career. Topics discussed in the modules range from self-understanding and personal branding all the way to topics like CV building, work ethics, and managing pressures. Each module is a self-steering lesson, which can help students achieve their goals.

Levels:

The TAP modules are categorised into levels. Each level is a balanced mix of theory, mocks, practical and assessments. Each module is of 30 hours of in class training. The students would also need to take a test for job readiness from time to time.

Foundation modules — First Year students

Intermediate modules — Second Year students

Advanced modules — Third Year students



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TAKEAWAYS

Level	Hours	Goals
Foundation	30	Basic Proficiency in Language, Public Speaking, Business English, Introduction to Soft Skills and Personality Development
Intermediate	30	Exploring internship opportunities basis specialization, Business Writing, Should be able to understand the principle of effective workplace communication, to identify and develop appropriate conflict resolution skills, to communicate effectively in various written workplace documents such as business letters, emails and phone messages Presentation Skills, Soft skills, SWOT, CV, LinkedIn, Stress Management, Anger Management
Advanced	30	Identify potential career paths, Make a decision on the best option, Develop an action plan Exploring placement opportunities, CV building, company profiling, work ethics, Image building, cultural sensitivity, Stress Management, Anger Management



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BASIC GUIDELINES

- TAP shall aim to provide placement assistance for all graduating students and internships/live projects to students in FY and SY. Placement is a privilege extended to the students, not a right.
- These guidelines are framed to ensure equality and fairness of opportunities to all the students. All the students who opt for placement through the TAP shall abide by the guidelines prescribed herein above.
- Any breach of rules specified above by any student, shall be taken up seriously by the TAP which, in turn, will view the matter and take action against the student, as it may deem fit.
- Students shall not try to gain unauthorised access to communications regarding placements from the Institute's administrative system like the TAP Office. Dispatch and if, in the judgment of TAP, a student has behaved in a manner unbecoming of a graduate of the Institute, the TAP cell would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.
- The Management along with TAP cell reserves the right to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- In case of any dispute the final decision would be taken by the Director/Management which would be final and abiding in all circumstances

Activities under Training & Placement Cell

- Interacting with the Potential Recruiters.
- Placement Presentation at various companies.
- Organising Resume Writing and Interview(s) skills development sessions.
- Coordinating all the activities related to Placement.
- To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
- Coordinating with companies to learn about their requirements and recruitment procedures.
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.



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- Organising pre-placement training/workshops/seminars for students.
- Arranging periodic meetings with the Human Resources Department of companies and TPO's to promote recruitments.
- To provide resources and activities to facilitate the career planning process.
- To act as a link between students, alumni, and the employment community.
- To assist students in obtaining placement in reputed companies.

Registration:-

- It is mandatory for the students to register themselves for TAP within the specified date and time mentioned by the department.



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Academic and TAP Attendance:-

- Students should have more than 75% attendance in every semester from the beginning of the first semester.
- Students should have more than 90% attendance in all sessions organised by the TAP cell.
- Students should have 90% attendance for all the guest lectures and workshops organised by TAP.

Attendance and Punctuality at Placement Process:-

- A student who applies and gets short listed is bound to go through the entire selection process unless rejected midway by the recruiter.
- Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.
- Unauthorised absence from the test/interview will lead to cancellation of registration.
- Many a times it can happen that campus recruitment process can stretch till late night, in this regard, all students have to inform this to their parents and should arrange their own transportation.

Academic Performance:-

- Students must have scored 60% or above in their 10th and 12th examination. • Must score 60% or above in every semester from the very first semester.
- Must score 60% or above in every assessment of their TAP sessions. • Students need to attend all the activities/ training and workshops organised. • Must complete his/her summer trainings.

RULES AND REGULATIONS

The placement policy will be applicable to all the eligible students, duly registered with TAP. Any student, who does not register, within the stipulated date, will not be permitted to participate in the placement process.

Qualifying Criteria

- A 'Pass' in every subject, separately, in all preceding semesters.
- 'KT' or active back logs cases will not be allowed to appear in the process, till such time the 'KT' or NO active back logs status is cleared.



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- Performance Evaluation Form, duly filled by the industry mentor, assigned during summer internship, will be an essential document, for reference, at the time of final placement.
(Applicable post completion of second year only)
- 90% attendance, in all the personality enhancement sessions/aptitude tests/special preparatory classes, being organised, to enhance students' probability of placement, by the college simultaneously.
- Proven good conduct exhibited by the student during his/her entire academic tenure with the College. In case, a student is facing any disciplinary action/committee, shall not be allowed to appear for the placement process, till such time, the committee clears his/her name and approves his/her candidature for being eligible to participate in the subsequent placement process.

Mandatory Dress Code:

During the entire process of campus placement interviews (on campus/off campus) students are required to wear the prescribed formal dressing under college regulation, failing which, (s) he will be liable to be debarred from the placement process.

Process of the College:

- If a student is unable to convert any opportunity into an offer, out of the three opportunities extended, (s) he may be put on hold, till all the remaining eligible students have been extended the requisite opportunities, by the College.
- A student shall not bring in outside influence (including parents / relatives/ well-wishers) at any stage/process of Placement. Doing so, will lead to being “debarred”, from the placement process, with immediate effect.
- The College shall endeavour to keep in view the student's area of interest while facilitating placement; however, it may not be the only parameter to be adopted and may not be applicable in all the cases. Students must be ready to be flexible with the changing trends of the Industry.
- The decision of the Head – TAP, on all matters pertaining a student's final placement, shall be final.

Clarity



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1. Prior short listing based on profile & resumes/Selection/ recruitment criteria and recruitment processes are “company defined”. We expect the students to follow the same unconditionally. TAP office does not interfere with any organisations’ recruitment criterion.
2. One student is allowed to secure only one job/internship. And therefore, after one secures a appropriate job/internship, he/she would be automatically de-registered from that day onwards.
3. As more than one company would be visiting the campus, there may be a possibility that one student secures more than one job on the same day. Therefore, each eligible student will be required to fill up his/her individual preferences in advance for each placement day, ranking the companies he/she has applied to/has been shortlisted on a particular day, in the descending order of his/her choice.

Pre-Placement Offers Policy

All pre-placement offers extended to any student have to be routed through the TAP cell. If one likes the offer, he/she is advised to accept the offer. Such students who accept the PPO would, however, be de-registered from the TAP process. In case the candidate does not accept the PPO, he/she would be allowed to appear for the on-campus placement process till such date that the company visits the campus. After that day, he/she would be de-registered.

Student Conduct and Disciplinary Policy

Absenteeism rules and policy:

- If for whatsoever reason(s) the student remains absent from any stage/round of selection process he/she would be immediately de-registered from TAP and would not be allowed to take part in the placements till he/she gets himself/herself re-registered.
- Impersonation in tests or any kind of malpractice is a serious offence. Such students would be de- registered immediately and referred to the concerned authorities for disciplinary action.

Unauthorised participation:

- A list of companies on-campus for recruitment is put up on the TAP Notice Board Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and the college placement cell.
- Students are NOT allowed to appear in final selection process (Test/GD/Interview etc) of companies they have not applied to through the TAP system or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract de-registration and suitable disciplinary action.



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General Guidelines

- Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card. • The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting TAP Notice Board.
- Students must carry a complete file with a few copies of the resume, passport size photos, original certificates (If possible) and copies thereof while appearing for the interviews.
- At the time of appearing for interviews, students MUST carry copies of the TAP resume only that was submitted to the concerned company online & NO other resume.

Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.

- Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The TAP shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements or as deemed fit by the college.

Do's

- a) The students will appear for placement drives in proper formal uniform with neat hairdos.
- b) Carry a professional folder for an interview to carry necessary items. The things students are required to carry for an interview are as follows:
 - I. A portfolio notebook that includes a notepad, pen-holder, file pocket and passport size photograph where a notebook is required to take notes or note down information during the placement process.
 - II. A good pen or pencil and at least one copy of resume and list of references.
 - III. All the testimonials in original and photocopies duly verified and self-attested

Don'ts

- The students must observe and adhere to all the codes of conduct and rules specified by the Department of Training & Placements. While answering question in the interview, students should observe proper decorum. They should refrain from making any kind of derogatory remarks about others.



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- The impact of the behaviour exhibited by the interviewee has, at times reduces the opportunities available to future batches of students. Irresponsible behaviour, such as efforts to “market” oneself, derogatory remarks about other candidates or the University, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further Placement Assistance.

College code of Conduct:-

- Students need to attend every class in prescribed formal dressing.
- Need to be well behaved and well mannered.
- Any misbehaviour or misconduct with faculty members/HODs and senior members of the staff will disqualify them from availing this facility.
- Non-payment of fees and any other dues will also result in the disqualification.
- Cheating, plagiarism, or other forms of academic dishonesty shall not be entertained at any cost.
- Providing false information to any college official, faculty member, office, or hearing board acting in performance of their duties shall be punishable/ disqualifying the candidate from the drive.
- Forgery, alteration, or misuse of any college document, record, or instrument of identification shall also lead to disqualification from the placement drive. • If any student is found absent in any of the process of placement he/she will be disqualified from the program.

TAP Score Card:

- Every semester, TAP will conduct examination based on classes held in that semester.
- There will be two sessional examinations, and one final examination will be held in each semester.
- Minimum passing criteria is 60% and above.
- TAP score card will be updated and maintained by cell time to time. • Based on performance, opportunity of placement will be given to students.



Handwritten signature

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UNDERTAKING

I, _____, S/o,
D/o _____

understand that successful completion of TAP training under the aegis of DGMC is a mandatory requirement for any future placement related activity and that I shall be graded by the College at the end of the training. I also understand that once any assignment under the training has been allocated to me, the same is final and the College is not liable to make any alternate arrangements for me. I, therefore, undertake as follows:

- I shall successfully complete the TAP training modules allocated to me, by the College.
- No request for change in the same shall be made by me, after allocation.
- In case of my failure of completing any of the modules / level of TAP training, I will be debarred from the placement process.

In case of Emergency, please contact (Please mention the name and telephone no. of a person, other than your Parent(s), preferably, a local contact)

Signature of Parent(s)/Guardian:

Date:

Place:

Signature of the student:

E-mail of the student:

Mobile no. of the student:

TIMETABLE



Handwritten signature

RSET's



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

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TAP Time Table 2023 – 24

TAP-FY -FOUNDATION					
22nd June 2023	23rd June 2023	24th June 2023	26th June 2023	27th June 2023	28th June 2023
Thursday	Friday	Saturday	Monday	Tuesday	Wednesday
Prof .Srinivas - Batch -A (Ice Breaking) 12:00pm to 2:00 pm - ROOM No-481	Prof. Srinivas - Batch -B (Ice Breaking) 11:30 pm to 1:30 pm ROOM No-485	Prof. Srinivas - Batch -A (Meeting & Greeting) 11:30 pm to 1:30pm ROOM No-481	Prof. Srinivas - Batch -B (Meeting & Greeting) 11:30 pm to 1:30pm ROOM No-485	Prof. Divya Narang -Batch -A (Comprehension of Business Doc) 11:30 pm to 1:30pm ROOM No-481	Prof. Shruti Joshi - Batch -A (Discussion of a Structure) 11:30 pm to 1:30pm ROOM No-481
		Prof.Nilanksha. S -Batch -B (Etiquettes & Practices) 11:30 pm to 1:30pm ROOM No-485	Prof.Nilanksha. S -Batch -A (Etiquettes & Practices) 11:30 pm to 1:30pm ROOM No-485	Prof. Shruti Joshi -Batch -B (Discussion of a Structure) 11:30 pm to 1:30pm ROOM No-485	Prof. Divya Narang -Batch -B (Comprehension of Business Doc) 11:30 pm to 1:30pm ROOM No-485

TAP-FY -FOUNDATION						
30th June 2023	1st July 2023	3rd July 2023	4th July 2023	5th July 2023	7th July 2023	8th July 2023
Friday	Saturday	Monday	Tuesday	Wednesday	Saturday	Saturday
Prof.Nilanksha. S- Batch - A (Body Language) 11:30 pm	Prof .Ziegler - Batch -A (Basics of Cover Letter) 11:30 pm to 1:30pm	Prof .Shalu- Batch-A (CV,Profile,Portfolio) 11:30 pm to 1:30pm ROOM No-481	Prof.Kanchan - Batch A (Jo Hari) 11:30 pm to 1:30pm ROOM No-481	Prof.Nilanksha - Batch A & B - (Presentation) 11:30 pm to 1:30pm	Prof.Kanchan.L-Batch A (Evaluation) 11:30 pm to 1:30pm	Prof.Kanchan.L-Batch B (Evaluation) 11:30 pm to 1:30pm



Sharma

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to 1:30pm ROOM No-481	ROOM No-481			Seminar Hall		
Prof .Ziegler - Batch -B (Basics of Cover Letter) 11:30 pm to 1:30pm ROOM No-485	Prof.Nilank sha. -Batch -B (Body Language) 11:30 pm to 1:30pm ROOM No-485	Prof.Kanchan - Batch -B (Jo Hari) 11:30 pm to 1:30pm ROOM No-485	Prof .Shalu B - Batch-B (CV,Profile,Port folio) 11:30 pm to 1:30pm ROOM No-485		Prof. Divya N & Prof. Ziegeler - Batch A (Evaluation) 11:30 pm to 1:30pm	Prof. Divya N & Prof. Ziegeler - Batch B (Evaluation) 11:30 pm to 1:30pm

TAP-SY Intermediate TIME-TABLE- September 2023-24

	Week 1		Week 2	
Time	11:30 pm to 1:30 pm	11:30 pm to 1:30 pm	11:30 pm to 1:30 pm	2:30 pm to 4:30 pm
	Sessions & Practical		Evaluation	
	Listening Skills-Shalu (Batch A)	Listening Skills-Shalu S (Batch B)	Listening Skills- Shalu (Batch A)	Listening Skills- Selvi. S (Batch B)
	Week 1		Week 2	
Time	11:30 pm to 1:30 pm	11:30 pm to 1:30 pm	11:30 pm to 1:30 pm	2:30 pm to 4:30 pm
	Sessions & Practical		Evaluation	
	Formal & Informal Interaction - Prof.Shruti (Batch B)	Formal& Informal Interaction - Prof Shruti (Batch A)	Formal & Informal Interaction - Prof Shruti -(Batch B)	Formal & Informal Interaction- Prof-Shruti (Batch A)



Shru

TAP-FY Foundation TIME-TABLE

	Week 1		Week 1		
Date	22-04-2024	23-04-2024	24-04-2024	25-04-2024	26-04-2024
Time	10:00 am to 12:00 pm	10:00 am to 12:00 pm	10:00 am to 12:00 pm	10:00 am to 12:00 pm	10:00 am to 12:00 pm
Sessions & Practical			Sessions & Practical		
	Etiquette & Practice Nilanksha Sachdev (Batch A)	Comprehension of Business Documents Divya Tinna (Batch A)	Body Language Deveeka Shetty (Batch A)	Johari Window Nikanksha Sachdev (Batch A)	Basic of Coverletter Ziegler Colaco (Batch A)

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

Notice No. 1022/2023

18th Mar 2023

NOTICE

Training and Placement Cell

FY BAMMC / BAFTNMP / MACJ / MAFTNMP – Foundation Level

Students of FY BAMMC / BAFTNMP / MACJ / MAFTNMP – Part 1 are hereby informed that their TAP session for the Foundation Level which was to commence in March 2023 has now been postponed due to unforeseen circumstances to June 2023.

The Foundation level will begin on 12th June 2023. Students shall be informed accordingly and they are required to attend the same.



Dr. Ameer Vora
Principal

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

Notice No. 1077/2023

19th June 2023

NOTICE

Training and Placement Cell

Foundation Course

The Foundation Course for all those students who have registered for TAP training under the Training and Placement Cell shall commence from 22nd June 2023 as per the schedule given below:

- **Orientation Session** for Batch A & B - 11.30am to 12noon at the Seminar Hall
- **Ice Breaking Session** for Batch A – 12noon to 2pm in classroom 481

Only those who submit the undertaking on or before 21st June 2023 shall be eligible for attending the Foundation Course.

A detailed time-table for the session shall be sent to you shortly.

Attendance is mandatory for all those students who have registered for training.



Dr. Ameet Vora
Principal

RSET's



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

Notice No. 1325/2024

26th April 2024

NOTICE

Training and Placement Cell

Campus Placement Drive

The DGMC's Training and Placement Cell is holding a Campus Placement Drive for all SY-BAMMC and SY-BAFTNMP students on **4th May 2024** from **10am to 11am**.

Students are required to fill the registration form prior to the placement drive.

Registration Link: <https://forms.gle/8GoSwEdrJ9btTkBm9>

Only registered students will be entertained.

Students are required to verify their registration at the lobby at **9.30am**. No late attendance will be allowed.



Dr. Ameer Vora
Principal



Presents

CAMPUS PLACEMENT DRIVE

with DGMC



Saturday, 4th May 2024
10 am to 11 am
DGMC Campus

Registration Starts at 9:30 am

Register Now

www.dgmc.org.in



Employment Confirmation - Artist & Celebrity Manager Position at Sanskriti Events

Dear Aastha,

We are pleased to confirm your selection for the role of Artist & Celebrity Manager at Sanskriti Events.

Your training is scheduled for June 3rd and 4th, 2023, from approximately 2:30 PM to 5:30 PM each day. Your official start date will be June 5th, 2024, with working hours set from 11:30 AM to 7:30 PM, Monday through Saturday.

Please note that the initial month will serve as a mutual trial period. Upon successful completion of this period, we will proceed with a formal employment agreement outlining all terms and conditions. For this trial month, your salary will be INR 15,000, which will increase to INR 20,000 from the second month onward.

Additional information regarding your role will be provided during the training sessions.

We are excited to welcome you to Sanskriti Events and anticipate a productive and rewarding collaboration.

**Thank you and best regards,
Ankit Hassanandani,
Founder & Director, Sanskriti Events**



Deviprasad Goenka Management College of Media Studies (DGMC)
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Training & Placement Cell

The Training and Placement Cell of DGMC is informally called TAP. It not only ensures Placement Interviews but also prepares students from their very first year at DGMC. At DGMC, we believe that along with subject knowledge, it is also important to imbibe the spirit of professionalism, teamwork and hard work for a successful career. The aim of this training program is to ensure that students who are registered for this program gain confidence and are equipped to handle any new challenge thrown by the ever changing work environment. The exciting three-year intensive training program for our students is curated by the in-house faculty of DGMC. At the end of each level of training (foundation, intermediate and advanced) students are given an opportunity to work with live projects and internships depending on their performance. Thanks to the training along with placement opportunities, TAP is truly a unique and ambitious initiative of DGMC.

Faculty incharge

- | | |
|--------------------------------|------------------|
| • Dr. Ameer Vora (Chairperson) | • Divya Narang |
| • Shravani Vichare | • Deveeka Shetty |
| • Nilanksha Sachdev | • Ziegler Colaco |

Foundation Level: 55 students | Intermediate Level: 22 students

Some of the companies where students were placed and interned with last year

List of companies students were placed with



List of companies students are interning with



Abhinav



Deviprasad Goenka Management College of Media Studies (DGMC)
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Campus Interviews



Gravity Films held a campus interview on Saturday, February 24th 2024, at Deviprasad Goenka Management College of Media Studies. It was seeking talented individuals for the positions of Editor and Concept Artist from the SYBAFTNMP programme. The college's placement officer, Ms. Shravani Vichare, played a key role in facilitating this opportunity. Mr. Vishnu Raj, Creative Head conducted the interview.

Out of the 15 students who registered for the interview, five were shortlisted by the college faculty based on their academic credentials and

portfolio review. These five students then proceeded to the interview stage. The interview process involved an evaluation of the students' technical skills, design sense, and creative thinking abilities.

Ultimately, the interview panel of Gravity Films selected two standout candidates, Deron Davis & Devansh Mishra from the SYBAFTNMP programme for the positions of Editor and Concept Artist, respectively.

DGMC was abuzz on May 4th 2024 once again. Contiloe Pictures Pvt. Ltd. Was invited to the campus for placements. Interviews were for full-time and internship positions. The job roles on offer were Editor, Director, Creative and Social Media Specialist. Mr. Rahul Parashar, CFO & Mr. Atmadeep Ray of Contiloe Pictures Pvt. Ltd conducted the interviews.

We had 15 students who registered for internships and all 15 were interviewed. The interview panel of Contiloe Pictures selected six candidates.

These campus interviews serve as a valuable platform for our SYBAFTNMP and SYBAMMC students to showcase their talents to leading film production companies. It should be noted that film production companies don't do campus interviews but instead call candidates to their offices to test them. We look forward to more interviews from other film production companies.



Shravan



Deviprasad Goenka Management College of Media Studies (DGMC)
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TESTIMONIALS



FAIRY JAIN

SYBAMMC

Fairy Jain, a SYBAMMC student, fuelled by her passion for the media industry, she recently landed a two-month internship at The Content Team, working within their Talent Team for Sony Channel's reality show "Superstar Singer." This incredible experience provided her with invaluable hands-on training and a deeper understanding of the industry's inner workings. She said "A huge credit for this opportunity goes to the insightful TAP sessions offered by our college. These sessions not only equip us with industry knowledge but also prepare us for the realities of on-field work. Additionally, TAP connects students with internship opportunities at leading companies, making the transition from classroom to career seamless"



DEVANSH MISHRA

SYBAFTNMP

Devansh Vinodkumar Mishra is currently pursuing his SY in BAFTNMP. He says "I am delighted to inform you that, thanks to the dedicated efforts of TAP, I secured a valuable placement opportunity at Gravity Films in March. This internship not only provided me with hands-on experience but also enhanced my skills in advertising". He also said "I am truly grateful for the platform provided by TAP and the support of Shravani Ma'am and our respected Principal, Dr. Ameet Vora. These opportunities have allowed me to explore and work in environments directly related to my field of study, each serving as a stepping stone towards improving my skills and gaining valuable insights".



ARHAN KHAN

SYBAFTNMP

Arhan Khan is currently in his second year of BAFTNMP. Recently, he completed a two-month internship with the Content Team as a Talent Team member. During this internship, he gained valuable experience and earned respect from his colleagues in the Content Team. He said "I am immensely grateful to TAP for providing me with this opportunity. In addition to my internship, I also participated in TAP sessions this year. These sessions proved to be incredibly beneficial for me as they helped me improve my communication skills and overcome my stage fear. Moreover, I had the opportunity to meet new people both during the sessions and while working in the Talent Team. I highly recommend all students to take advantage of TAP sessions, as they offer valuable learning experiences and opportunities for personal growth"



Arhan

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Placements / Internships in 2023-24

Sl. No.	Title of the activity	Company Name	Name of the participant	Year of collaboration	Duration	Package	Description Of Dept
1	SYBAFTNMP	Eggfirst Advresting	Shruti Shukla	2023-2024	3Months	10,000/-	content writing
2	TYBAMMC	Contiloe Production	Devmital Gupta	2023-2024	3Months	5000/-	Production
3	TYBAMMC	Puretech Digital	Mehek Jain	2023-2024	3Months	15000/-	Content Writing
4	TYBAMMC	Sankriti Events	Tanisha Soni	2023-2024	3Months	20,000/-	Social Media
5	MAFTNMP	Hare Krishna Media	Reet Sharma	2023-2024	PPO	30,000/-	Asst Direction
6	TYBAFTNMP	Gravity Production	Deron Davis	2023-2024	6 Months	15,000/-	Editors
7	TYBAFTNMP	Gravity Production	Devansh Mishra	2023-2024	6 Months	15,000/-	Editors
8	TYBAFTNMP	Frizzon Agency	Sakshi Salvi	2023-2024	3 months	15,000/-	Social Media
9	TYBAMMC	Genesis	Aryan Bansal	2023-2024	3Months	5000/-	Social Media
10	TYBAMMC	Ad 2 Connect Agency	Vivek Jain	2023-2024	3Months	5000/-	Graphics Designer
11	TYBAFTNMP	Contiloe Production	Sahil Harwande	2023-2024	3Months	5000/-	Production
12	SYBAMMC	Kreative Adda	Krishna Dave	2023-2024	3Months	8000/-	Social Media
13	TYBAMMC	PinkVilla	Isha Shrivastav	2023-2024	3Months	25,000/-	Social Media
14	TYBAMMC	Contiloe Production	Fairy Jain	2023-2024	3Months	5000/-	Production
15	TYBAMMC	Contiloe Production	Unnti Diwedi	2023-2024	3Months	5000/-	Production
16	TYBAMMC	Contiloe Production	Ekta Appur	2023-2024	3Months	5000/-	Production
17	TYBAMMC	Contiloe Production	Samrat Shaikh	2023-2024	3Months	5000/-	Production
18	TYBAMMC	Media Buzz	Aryan Bandekar	2023-2024	3Months	15,000/-	Video Editors
19	TYBAMMC	Contiloe Production	Shravani Khairmode	2023-2024	3Months	5000/-	Production
20	TYBAMMC	Kshitiksha Foundation	Palak Chauhan	2023-2024	3Months	Nil	Content Writing
21	MACJ	Newage Media Partner	Keshari Dandgavan	2023-2024	3Months	20,000/-	Digital Marketing



Abhinav

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22	TYBAMMC	Kreative Adda	Arhan Khan	2023-2024	3Months	8000/-	
23	TYBAMMC	Oxford International Education Group	Neha Ghosh	2023-2024	PPO	33,000/-	
24	SYBAMMC	Kreative Adda	Jeenav Jain	2023-2024	3Months	8000/-	
25	TYBAMMC	Kreative Adda	Neel siddhpura	2023-2024	3Months	8000/-	
26	MACJ	Maven & Bloom Marketing Agency	Chetan Shastri	2023-2024	3Months	7000/-	
27	TYBAMMC	Cannibals Media	Jimit Bhavsar	2023-2024	3Months		
28	TYBAMMC	Happy Kidz	Kalyani Math	2023-2024	12 Months		
29	TYBAMMC	Coconut Media	Melisa Mancy	2023-2024	3Months	5000/-	Digital Markketing
30	TYBAMMC	Sankriti Events	Aastha Shah	2023-2024			



Arhan

Internship Program letter

Aryan Singh Bansal
C-202, Gurukripa Society, Evershine Nagar,
Malad West, Mumbai 400064

12th July 2023

Dear Aryan,

Sub: Internship Program

We are pleased to offer Aryan Singh Bansal ("**you**" or "**your**") a limited term internship program ("**Internship Program**") with **Genesis BCW Private Limited** ("**Company**" or "**us**" or "**we**"). By signing this Internship Program Letter ("**Letter**"), you confirm your acceptance to these terms.

1 INTERNSHIP PROGRAM AND TERM

- 1.1 As part of the Internship Program, you would be provided an opportunity to work with us and avail training on various projects. While we understand that this is an opportunity for you to learn and grow, you are expected to deliver the Internship Work to the best of your abilities and with high level of integrity and due care.
- 1.2 Your Internship Program will start on 14th July 2023 .
- 1.3 The Company will be under no obligation to offer you any role/ permanent or temporary employment or extend your Internship Program.
- 1.4 You will conduct the Internship Work at such time(s) and/or at such location(s), including our/Group Company's premises, as may be required by the Company/ Group Company from time to time.

2 PROVISION OF THE INTERNSHIP WORK

- 2.1 You shall comply with the Applicable Laws, applicable internal rules, regulations, administrative instructions/guidelines and policies of the Company in force from time to time including but not limited to the health and safety, security, dress, smoking, email and internet and equal opportunities, anti-Bribery and corruption policies and WPP Policy Book (incorporating the Code of Business Conduct) as applicable to us or our Group Companies performing the Internship Work. You must also act in a polite, co-operative and non-discriminatory manner towards our and/or any Group Company's employees, clients, customers, suppliers and other business contacts.
- 2.2 You will take our prior written consent by giving us an advance 7 (seven) days' notice of any leaves that you intend to take or any other reason for which you shall not be able to provide the Internship Work during the Term of this Letter. You will not be paid any stipend for any period during which the Internship Work are not provided to us for any reason whatsoever.
- 2.3 We can at any time remove you from our premises or any Group Company's premises and not allow



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ADD A**

+91 8422080915

kreativeadda.ka@gmail.com



www.kreativeadda.in



Office no 401 Prithvi Plaza Indralok Phase
3 Near SK school Mira Bhayander, 401107

May 22th, 2023

Internship Offer Letter

**Dear Arhan
Khan**

We are pleased to offer you the position of Social Media Intern at Kreative Adda for a duration of six months. Your internship is scheduled to commence on 01 June 2023. During this period, you will be reporting to Ms Shivani Joshi.

At Kreative Adda, we are dedicated to fostering a creative and dynamic work environment. As a Social Media Intern, you will have the opportunity to gain hands-on experience in managing our client's social media platforms, creating engaging content, and analyzing the impact of our social media activities. Your key responsibilities will include, but are not limited to:

1. Developing and implementing social media strategies to increase brand awareness and engagement.
2. Creating and curating content for social media platforms.
3. Managing social media accounts and profiles.
4. Monitoring and responding to comments, messages, and mentions on social media.
5. Analyzing social media data and metrics to track performance and optimize strategies.
6. Collaborating with other teams, such as marketing, customer service, and sales, to ensure a cohesive social media presence.
7. Staying up-to-date on social media trends and best practices.
8. Managing social media advertising campaigns.
9. Building relationships with influencers and industry partners.
10. Ensuring compliance with relevant laws and regulations, such as data protection and advertising guidelines.

Your stipend will be INR 5,000 per month, which will be paid on the 15th of each month. Please note that this internship is a learning and development opportunity, and as such, it does not include additional benefits such as health insurance or paid leave. The working hours of your internship would be 11:00 to & 7:00 from (Monday To Friday) & 11:00 To 4:00 o (Saturdays).

As per the terms of your employment contract, you are required to complete a minimum of six months working period and provide one month notice period before resigning from your position.

To confirm your acceptance of this offer, please sign and return a copy of this letter by [Date, typically one week from the date of the letter]. If you have any questions or require further information, please do not hesitate to contact us at 8422080915.

We are excited about the prospect of you joining our team and contributing to our social media efforts. We believe that your skills and enthusiasm will be a valuable addition to Kreative Adda.

Sincerely,

**Sumit Singh
Founder & CEO
Kreative Adda**

Date: 28/10/2023

From:

OIEG Education Services LLP (The Employer)
(A division of The Oxford International Education Group)
A004A Boomerang
Chandivali Farm Road
Powai, Mumbai, India – 400072

To:

Neha Ghosh (You, The Employee)
321/E Sukh Sagar Apt Goddeo Naka Fatak Road Bhayandar east

Dear Neha,

I am pleased to inform you that you have successfully cleared your interview and I am delighted to confirm our offer of employment as Pre-Arrival Advisor, India with OIEG Education Services LLP (a division of Oxford International Education Group). The essential Terms and Conditions are as follows:

- Job title Pre-Arrival Advisor, India
- Start date 01/11/2023
- Reporting to Head of Operations, India
- Salary Rs. 33000 per calendar month to be paid on the 7th day of each month and subject to applicable statutory tax and other mandatory deductions.
- Contract Full-time, Permanent
- Probation period 03 months

1. Job Purpose

The Pre-Arrival Advisor will be responsible for coordinating with university, students and agents for admissions, information, queries, visa documents and any other administrative or support responsibilities as outlined from time to time.

2. Duties and Services

You are expected at all times faithfully, assiduously and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other employment, business or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company. Prior to executing this Agreement and beginning employment with the Company you are expected to be officially relieved from all employment obligations from any prior employers. To the extent you have not been officially relieved by all prior employers, your employment with the Company will be void ab initio and the Company will have no further obligations pursuant to this agreement.

UNIVERSITY PARTNERSHIPS | ENGLISH LANGUAGE | OI DIGITAL INSTITUTE | EDUCATION SERVICES

Oxford International Education Group | 259 Greenwich High Road London United Kingdom SE10 8NB
☎ +44 (0)20 8239 | ✉ info@oxfordinternational.com | 🌐 oxfordinternationaleducationgroup.com

Oxford International Education Group is a trading name of Oxford International Education 3 Ltd. Registered in England 8871991
Registered Office: New Kings Court, Tollgate, Chandler's Ford, Eastleigh, Hants, SO53 3LG

PINKVILLA

Pinkvilla Media Private Limited, 302, Idea Square, New Link Road. Andheri West, Mumbai - 400053

June 15th, 2023.

Ms. Isha Shrivastav

ishashrivastav.pinkvilla@gmail.com

Dear Isha,

We are pleased to have you on board as a **Social Media- Executive** in our organization.

Following are the terms of our association:

- Date of Joining- June 15th, 2023.
- You will be paid an annual Compensation of Rs. 300,000/- p.a. subject to a 10% TDS deduction as applicable by Government of India rules.
- During your stint with the Company, you are to devote your time, energy, attention, and ability to the affairs of the Company in line with the assigned deliverables. You will not involve yourself directly or indirectly in any business activities with any other Company apart from Pinkvilla.
- You will be eligible for 2 paid leave per month along with the set public holidays for the calendar year.
- Under no circumstances will you disclose to any outsider or through any failure to exercise due care and diligence permit or cause any unauthorized disclosure of any information whatever that may come to your knowledge, directly or indirectly, during your employment, relating to the affairs of the company and its customers, and you shall keep all such information strictly confidential.
- You shall be responsible for the safekeeping and return in good orders of all the properties of the company such as equipment, reference materials, etc. which may be in your possession, custody, care, or charge. The company shall have the right to recover the monetary value of such properties from your dues and take such other action as it deems fit in the event of your failure to account for properties whether during the course of service or otherwise.
- All ideas, inventions, design, software, and all other intellectual property that may be developed by you or in the development of which you have played any role while you are in the employment of the company will solely and absolutely belong to the company. You shall not be entitled to claim ownership of any rights on the same.



Date:20th Nov 2023

Mr.Aryan Mangesh Bandarkar
6/26 Prabhunath Dube Chawl
Shyamnagar, Jogeshwari(East)
Mumbai

Subject: Appointment Letter

Dear Mr.Aryan Bandarkar,

I am pleased to inform you that your internship with MediaBuzz PR & Marketing has been confirmed in the capacity of a Video Editor intern. Your salary shall be Rs. 15,000/- (Fifteen Thousand Rupees) per month less applicable Taxes, inclusive of all allowances, conveyance, mobile charges etc.

As agreed, your starting date will be 25th Nov ,2023 and your work timings from 12 am to 7 pm Monday to Saturday. If you have further queries about your employment, you may contact me directly or approach the HR department. Congratulations on your appointment and welcome to MediaBuzz PR & Marketing. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Kartikee Yadav

OFFER Letter



DEVANSH MISHRA

Dear Devansh ,

I am pleased to extend this formal offer of employment for the position in the Pre - Production Team of our upcoming project. We were highly impressed with your skills, experience, and enthusiasm, and your talents will be a valuable addition to our team.

Position: Concept Artist

Salary: INR 15,000 per month

Your anticipated start date is between **01/10/23** and your initial contract will be for a period of **3 months**, subject to renewal based on performance and project requirements.

The majority of the pre-production process and filming will be conducted in Kasaragod. However, there are a few scenes that necessitate the team's presence in Wayanad . I want to assure you that all associated travel, accommodation, and meal expenses during this period will be fully covered by the production.

You will play a key role in shaping the creative vision of our project, and your contributions will be instrumental in achieving our artistic goals. Job responsibilities and further details about the project will be shared with you in the upcoming days.

If you agree with the terms outlined, kindly sign and return a copy of this letter as soon as possible. Additionally, we will require the following documents:

1. Copy of your Photo ID (Aadhar Card, Passport, or Driver's License)
2. Passport-sized photograph
3. Bank Account details for salary processing

These documents can be submitted along with your signed appointment letter. Please send the required information to gravityfilms2024@gmail.com

We are excited about the prospect of working with you and your skills and experience will contribute to the success of our project.

Congratulations again on your appointment, and we look forward to welcoming you to our team.

Best regards,

Shabna Narayan

HR

Gravity Films

Signature



To Whom It May Concern,

We are writing to recommend Unnati Dwevedi, who completed a 3-month internship with us at Contiloe Pictures Pvt. Ltd. as an Intern. Throughout her internship, Unnati demonstrated a high level of professionalism, commitment, and creativity in all tasks assigned to her.

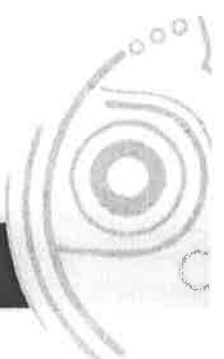
Unnati's primary responsibilities included providing research support for various projects, particularly in developing new show concepts. Her research and creative input were instrumental in shaping the direction of these concepts, contributing significantly to their development. Additionally, Unnati assisted with managing content for our social media platforms, where her ability to craft engaging and relevant content helped strengthen our online presence.

Unnati displayed excellent communication skills and consistently collaborated well with the team. She was always open to feedback and showed the ability to adapt quickly to new challenges, delivering high-quality work in a fast-paced environment.

We are confident that Unnati will excel in any future role she takes on and bring the same level of dedication and enthusiasm to her next position. If you require further details about Unnati's performance during her internship, please feel free to reach out to us.

For Contiloe Pictures Pvt Ltd

Authorized Signatory



Appointment Letter

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation



Tanisha Soni

Tue, Nov 5, 11:53 AM (13 days ago)

to me

Sanskriti Events

54 Evershine Mall, Link Road, Malad (W), Mumbai

Memorandum of Understanding (MOU)

This Memorandum of Understanding entered into on this 02nd August day of 2023-December - 2024("Effective Date"), by and between Sanskriti Events Mumbai ("Company") and Ms. Tanisha Soni ("Employee")

1. Provision of Company Property

In consideration of Ms. Tanisha employment with Sanskriti Events Mumbai, the Company agrees to provide the following items to Ms. Tanisha for the duration of her employment:

Xiomi Poco F1 Smartphone + Mobile cover + Charger with Jio prepaid sim card with mob num 8104705133 (Fully loaded)

Office female washroom keycard

Office Key & Diary

Ms. Tanisha acknowledges receipt of the above-mentioned items and agrees to use them solely for the purpose of performing her duties for Sanskriti Events Mumbai.

2. Responsibility for Company Property

Ms. Tanisha agrees to use the provided items responsibly and take reasonable care to ensure they remain in good working condition throughout the duration of her employment. Any damage or loss incurred during Ms. Tanisha possession of the items shall be her responsibility.

3. Return of Company Property

Upon the termination of Ms. Tanisha employment with Sanskriti Events Mumbai, for any reason whatsoever, she agrees to promptly return the following items to the Company in the same condition as they were provided, reasonable wear and tear accepted:

I agree the same.

[Employee's Signature]

Ms Tanisha Soni

Eggfirst Advertising Agency

Synergy Business Park,
Saharakarwadi Vishweshar Road,
Hanuman Tekdi, Goregaon, Mumbai, Maharashtra 400063

October 2023

To Whom It May Concern,

I am pleased to write this letter of recommendation for Shruti Shukla, who worked with Eggfirst Advertising Agency during our award event held [mention date or month if needed]. Shruti played a vital role in the success of this event, demonstrating exceptional organizational, leadership, and coordination skills.

As the event coordinator, Shruti was responsible for managing all aspects of the award ceremony, from the planning stages to its execution. She worked diligently to ensure that every detail was accounted for, including liaising with vendors, handling logistics, managing timelines, and ensuring that the event ran smoothly. Her attention to detail, ability to anticipate challenges, and problem-solving skills were instrumental in making the event a success.

Throughout the event, Shruti displayed excellent communication and interpersonal skills while working closely with various teams and clients. She maintained a calm and professional demeanor, even in high-pressure situations, ensuring that all stakeholders were informed and the event proceeded seamlessly. Her leadership and coordination were crucial in bringing together all the different components of the event, and her ability to manage multiple tasks simultaneously was truly impressive.

Shruti's proactive approach and dedication to her work set her apart. She took the initiative to anticipate the needs of the event and went above and beyond in her role. Her commitment to excellence and her ability to collaborate effectively with others were praised by both clients and colleagues alike.

I have no doubt that Shruti will continue to excel in any future endeavors she pursues. Her organizational skills, work ethic, and positive attitude make her an exceptional asset to any team. I wholeheartedly recommend her for any opportunities she may seek, and I am confident that she will continue to succeed in her professional career.

If you need any further information or would like to discuss Shruti's qualifications further, please feel free to contact me at [Agency Phone Number] or [Agency Email].

Sincerely,
[Your Name]
[Your Position]
Eggfirst Advertising Agency

Contiloe Production

[Agency Address]

[City, State, Zip Code]

Phone: [Agency Phone Number]

Email: [Agency Email]

October 2023

To Whom It May Concern,

I am pleased to write this letter of recommendation for Dev Mittal Gupta, who worked closely with our team at Contiloe Production during the planning and execution of the Swaraj launch event. Dev demonstrated exemplary organizational and coordination skills throughout the project, playing a crucial role in ensuring the event's success.

Dev was responsible for managing various facets of the event, including liaising with multiple teams, handling logistics, and ensuring smooth communication between all involved parties. He consistently demonstrated a high level of professionalism, attention to detail, and the ability to handle complex tasks under tight deadlines. His proactive approach and keen problem-solving skills helped to overcome challenges that arose during the event's planning and execution phases.

Throughout the entire process, Dev remained calm under pressure, communicating effectively with both clients and colleagues, and ensuring that all aspects of the event came together seamlessly. His leadership and ability to manage a diverse team were evident in the smooth execution of the event, and his efforts contributed greatly to its success.

Dev's work ethic, dedication, and positive attitude set him apart from his peers. His ability to work independently, while also collaborating effectively with others, makes him an asset to any team. His contribution to the Swaraj launch event was invaluable, and I am confident that he will continue to excel in future endeavors.

I wholeheartedly recommend Dev Mittal Gupta for any opportunity he may pursue. His skills, dedication, and enthusiasm make him an excellent candidate for any position he chooses to take on.

If you require any further information or would like to discuss Dev's qualifications, please do not hesitate to contact me at [Agency Phone Number] or [Agency Email].

Sincerely,

[Your Name]

[Your Position]

Contiloe Production



Letter Of Recommendation

To Whom It May Concern,

We are pleased to recommend **Shravani Khairmode**, who completed a 3-month Internship with us at **Contiloe Pictures Pvt. Ltd.** as an Intern. During her time here, Shravani displayed remarkable professionalism, dedication, and enthusiasm toward all tasks assigned to her.

Shravani primarily contributed to **editing for our YouTube channel, Mythomania, and Instagram account.** She also played a key role in **researching content and assisting with AI-based image generation.** One of her standout contributions was her involvement in **auditions**, where she demonstrated great attention to detail and creative insight. Her technical skills in editing and familiarity with creative processes were particularly impressive, exceeding our expectations.

In addition to her technical prowess, Shravani worked effectively within the team, demonstrating strong communication skills and a collaborative spirit. Her positive attitude and receptiveness to feedback made her an invaluable part of our creative process. She adapted quickly and became a trusted team member who could be counted on to deliver high-quality work.

Shravani has proven herself to be a dependable, motivated, and capable individual, who is more than ready to take on new challenges. We have no doubt she will bring the same enthusiasm and professionalism to any future roles she undertakes.

Please feel free to contact us for any further information regarding Shravani's performance during her internship.

For Contiloe Pictures Pvt Ltd



Authorized Signatory



Relieving / Work experience Letter

Date: 21-10-2023

To Whomsoever It May Concern

This letter serves to certify that Miss. Sakshi Salvi was employed at **Frizzon Services Pvt Ltd** in the position of Social Media Trainee from 9th July 2023 Throughout the duration of employment, Sakshi received a monthly salary of INR 15,000/- Pm.

During Sakshi's tenure with **Frizzon Services Pvt Ltd**, she consistently exhibited a high level of professionalism and conducted herself with utmost dedication. Her contributions and commitment to her responsibilities were greatly appreciated.

Regards,
For **Frizzon Services Pvt Ltd**

DocuSigned by:
Achal Gupta
103D770C2DB8489...

Achal Gupta

✉ info@frizzon.co

☎ 022-46080581

🌐 www.frizzonproductions.com

📍 604 B wing, New India Chambers, Cross Road A, Next to Bindra Hotel, Chakala Industrial Area, (MIDC) Andheri East, Mumbai - 400093.

📍 42 Anamika 99 IP Extension, New Delhi 110092.



July 15, 2023

Internship Offer Letter

Dear Palak Chauhan

On behalf of Kshitiksha Foundation, I would like to extend this opportunity as a 'Content Writing/Marketing' intern, reporting to Ms Tanya Upadhyay, Relationship Manager, Kshitiksha Foundation. Your main tasks and responsibilities will be:

1. Accomplish certain activities assigned during Internship.
2. Raising funds through donation appeal content.
3. Creating an internship report at the end of the tenure.

As discussed at the time of Interview, this would be an unpaid internship for 3 month duration

By Signing below, you will be accepting the above terms. For any questions and clarifications, feel free to call or mail me at the contact information mentioned below.

Once again, we look forward to you joining the team.

Deepak Kumar

Director

Kshitiksha Foundation

Noida



**KREATIVE
ADD A**

+91 8422080915
kreativeadda.ka@gmail.com

www.kreativeadda.in

Office no 401 Prithvi Plaza Indralok Phase
3 Near SK school Mira Bhayander, 401107

May 22th, 2023

**Internship Offer
Letter**

**Dear
Neel.siddhpura**

We are pleased to offer you the position of Social Media Intern at Kreative Adda for a duration of six months. Your internship is scheduled to commence on 01 June 2023. During this period, you will be reporting to Ms Shivani Joshi.

At Kreative Adda, we are dedicated to fostering a creative and dynamic work environment. As a Social Media Intern, you will have the opportunity to gain hands-on experience in managing our client's social media platforms, creating engaging content, and analyzing the impact of our social media activities. Your key responsibilities will include, but are not limited to:

1. Developing and implementing social media strategies to increase brand awareness and engagement.
2. Creating and curating content for social media platforms.
3. Managing social media accounts and profiles.
4. Monitoring and responding to comments, messages, and mentions on social media.
5. Analyzing social media data and metrics to track performance and optimize strategies.
6. Collaborating with other teams, such as marketing, customer service, and sales, to ensure a cohesive social media presence.
7. Staying up-to-date on social media trends and best practices.
8. Managing social media advertising campaigns.
9. Building relationships with influencers and industry partners.
10. Ensuring compliance with relevant laws and regulations, such as data protection and advertising guidelines.

Your stipend will be INR 5,000 per month, which will be paid on the 15th of each month. Please note that this internship is a learning and development opportunity, and as such, it does not include additional benefits such as health insurance or paid leave. The working hours of your internship would be 11:00 to 7:00 from (Monday To Friday) & 11:00 To 4:00 (Saturdays).

As per the terms of your employment contract, you are required to complete a minimum of six months working period and provide one month notice period before resigning from your position.

ALWAYS DARE TO DO ANYTHING

To confirm your acceptance of this offer, please sign and return a copy of this letter by [Date, typically one week from the date of the letter]. If you have any questions or require further information, please do not hesitate to contact us at 8422080915.

We are excited about the prospect of you joining our team and contributing to our social media efforts. We believe that your skills and enthusiasm will be a valuable addition to Kreative Adda.

Sincerely,

**Sumit Singh
Founder & CEO
Kreative Adda**

28th July 2023

Melisa Moncy

Mumbai

Sub: Internship Offer Letter

Dear Melisa,

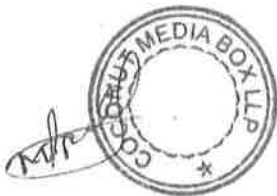
Based on our discussions, we are pleased to offer you the position of **"Social Media Intern"**.

Joining Date: **01st August 2023**

As a **"Social Media Intern"**, you will be based in Mumbai.

Internship duration will be for three months. Your internship will start from **01st August 2023** and will complete on **31st October 2023**.

If any information furnished by you to the Company is found to be false or inaccurate, or if you are found to have willfully suppressed any material information, the Company shall be entitled to terminate your employment without notice.



Authorised Signatory

Coconut Media Box LLP

COCONUT MEDIA BOX LIMITED LIABILITY PARTNERSHIP

Address : 5TH Floor, 501/A To 505/A, Kotia Nirman, New Link Road,
Andheri West, Mumbai - 400053 | Tel: 022-62231333 |



**KREATIVE
ADD A**

+91 8422080915
kreativeadda.ka@gmail.com

www.kreativeadda.in
Office no 401 Prithvi Plaza Indralok Phase
3 Near SK school Mira Bhayander, 401107

June 22th, 2023

**Internship Offer
Letter**

Dear Jeenav Jain,

We are pleased to offer you the position of Social Media Intern at Kreative Adda for a duration of six months. Your internship is scheduled to commence on 01 July 2023. During this period, you will be reporting to Ms Shivani Joshi.

At Kreative Adda, we are dedicated to fostering a creative and dynamic work environment. As a Social Media Intern, you will have the opportunity to gain hands-on experience in managing our client's social media platforms, creating engaging content, and analyzing the impact of our social media activities. Your key responsibilities will include, but are not limited to:

1. Developing and implementing social media strategies to increase brand awareness and engagement.
2. Creating and curating content for social media platforms.
3. Managing social media accounts and profiles.
4. Monitoring and responding to comments, messages, and mentions on social media.
5. Analyzing social media data and metrics to track performance and optimize strategies.
6. Collaborating with other teams, such as marketing, customer service, and sales, to ensure a cohesive social media presence.
7. Staying up-to-date on social media trends and best practices.
8. Managing social media advertising campaigns.
9. Building relationships with influencers and industry partners.
10. Ensuring compliance with relevant laws and regulations, such as data protection and advertising guidelines.

Your stipend will be INR 8,000 per month, which will be paid on the 15th of each month. Please note that this internship is a learning and development opportunity, and as such, it does not include additional benefits such as health insurance or paid leave. The working hours of your internship would be 11:00 to 7:00 from (Monday To Friday) & 11:00 To 4:00 (Saturdays).

As per the terms of your employment contract, you are required to complete a minimum of six months working period and provide one month notice period before resigning from your position.

To confirm your acceptance of this offer, please sign and return a copy of this letter by [Date, typically one week from the date of the letter]. If you have any questions or require further information, please do not hesitate to contact us at 8422080915.

We are excited about the prospect of you joining our team and contributing to our social media efforts. We believe that your skills and enthusiasm will be a valuable addition to Kreative Adda.

Sincerely,

Sumit Singh
Founder & CEO
Kreative Adda



To Whom It May Concern,

We are writing to recommend Fairy Jain, who completed a 3-month internship with us at Contiloe Pictures Pvt. Ltd. as an Intern. During her time with us, Fairy displayed a high level of professionalism, creativity, and commitment to all the tasks assigned to her.

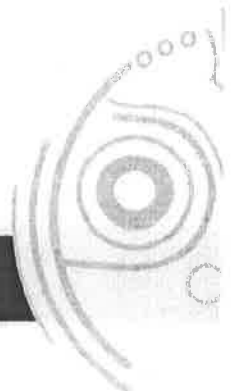
Fairy's primary responsibilities included providing research support for the development of new show concepts. Her thorough research and creative suggestions played a key role in shaping and refining the ideas for these projects. Additionally, Fairy was actively involved in managing content for our social media platforms, where her creative input helped maintain a consistent and engaging online presence.

Fairy consistently demonstrated strong communication skills and worked effectively within the team. She showed an ability to adapt to fast-paced environments, always delivering high-quality work and embracing feedback with a positive attitude.

We are confident that Fairy will excel in any future role and bring the same dedication and enthusiasm to her next position. If you require further details about Fairy's performance during her internship, please feel free to reach out to us.

For Contiloe Pictures Pvt Ltd

Authorized Signatory





Date: 16th February 2023

Dear Ekta Appur, Congratulations!

Ekta Appur. SYBAMMC-B
Deviprasad Goenka Management College of Media Studies

Placement Officer - Shravani Vichare
Show name - Superstar Singer 3
Department - Talent Team
Production house - TCT (The Content Team) Channel - Sony
Entertainment Television

Thank You Shravani Vichare Maam for your Support!

Thank you for your dedication during your internship with our talent team. Your contribution to the casting process for the singing reality show (Superstar Singer 3) was invaluable. Your enthusiasm and commitment did not go unnoticed, and I'm confident you'll excel in your future endeavours. Have Done a fantastic job, have tried and put all her effort to the Best. Appreciated!

All The Best Wishes for a wonderful Journey.



(Signature and Date)

Mita Pawan (Head Of Talent Department) Date: 16-02-2023.



**MAVEN AND
BLOOM**
MARKETING AGENCY

8806697796
Mavenandbloom.in
A 813, Jaswanti Allied Business Park
Malad West, Mumbai

To :

Chetna Shastri,

13th May 2023

Greetings!

We are thrilled to extend this offer of employment to you for the position of Brand Manager at Maven And Bloom. After carefully reviewing your portfolio and considering your exceptional skills and expertise in design and video editing, we believe you would be a valuable addition to our dynamic team.

Job Title: Social Media Intern

Employment Type : Full-time

Starting Date: 17th May 2023

Reporting to: Aayushi Jain

Stipend: 7,000 INR

Internship Period: 1 Month. (extendable on notice)

JD:

As a Social Media Intern, you will assist the social media team in implementing online marketing strategies through various social media platforms. You will gain hands-on experience in content creation, community management, and social media analytics while contributing to the overall digital marketing efforts of the organization.:

Responsibilities:

1. Assist in creating and scheduling engaging content for various social media platforms such as Facebook, Twitter, Instagram, LinkedIn, etc.
2. Monitor social media channels for trending topics and relevant conversations.
3. Engage with the online community by responding to comments, messages, and inquiries in a timely manner.
4. Collaborate with the content team to develop multimedia content (images, videos, graphics) for social media posts.



MAVEN AND
BLOOM
MARKETING AGENCY

5. Conduct research on industry trends and competitor activities to identify opportunities for growth.
6. Help in developing and implementing social media campaigns to promote brand awareness and drive traffic to the company's website.
7. Utilize social media management tools to track and analyze the performance of social media content and campaigns.
8. Assist in brainstorming creative ideas for social media content and campaigns.
9. Stay up-to-date with the latest social media trends, tools, and best practices.
10. Provide regular reports on key social media metrics and insights to the social media manager.

Termination of Contract: During the probation period, which is 3 months, the company reserves the right to terminate the contract at any time for any reason if it is deemed necessary.

We eagerly look forward to welcoming you to the team and are excited about the positive impact you will make on our clients' projects and our agency's growth.

Congratulations once again on your selection for this position. We are confident that you will thrive in this role and achieve remarkable success.

Regards,

Aayushi

AAYUSHI JAIN

FOUNDER



Date: 30th August 2023

Ms. Anusha Yogesh Mhatre,

Sub: Contract for your internship programme.

With reference to above and the subsequent representations made before us in our office, this contract shall serve to confirm the following terms & conditions, as mutually agreed upon.

1. You will commence your internship programme with us an **Intern - Content Writer with the Content Team** with effect from 30th August 2023.
2. The Company shall provide you with the essential facilities within the office like internet access, necessary to commence and satisfactorily complete your duties during the trial period. You will take due care to use all facilities in an orderly manner and avoid breakdowns, malfunction, etc.
3. Stipend – ₹ 15,000/- Per month
4. You will visit office as per requirement further to your discussion with the Lead: Content Team.

Software Copyrights:

- (a) It is company policy to strictly adhere to the licensing conditions of any software that it uses. You will be required to strictly adhere to this policy. You must not copy or distribute for your own use or any other person or company, any software used or developed by the company unless it is under the express instruction of the Directors. Any breach of this clause may be treated as gross misconduct.
 - (b) The company has a policy for usage of computer facilities and Internet/ Intranet, which you must make yourself aware of. Any violation would be deemed and treated as a serious misconduct.
 - (c) You would be responsible for any misuse of the facility, which exposes the company to any liability. You would be required to pay damages as applicable, for any liability that is caused to the company.
 - (d) You will immediately disclose to the company any invention, improvement, source code or design, reports, analytics made by you whether alone or with others during your tenure with the company and whether or not the same is capable of protection as intellectual property by patent, copyright, design right, as a trademark or by other means and you shall not use, disclose to any person or exploit the same without the express prior consent of the company.
5. As a Professional in the area of your services, you hereby confirm having agreed "Knowledge & the Resources provided to acquire it are the Valuable Assets". While earning your contractual charges you will be acquiring more "Knowledge & Experience" from the resources provided by the company at their own expense even during the trial period. It is therefore, absolutely necessary for you to ensure that you appraise of your new creative, discovered & marketable talents quite often to the undersigned and the Head/Practice Lead/Team Lead of the Digital Marketing team and/ or any other person nominated by the company for this purpose. This sort of interaction and positive results thereof shall establish more enduring professional relationship & confidence to achieve progress together with the company in your existing and diverse areas of your Professional Services.



PURETECH DIGITAL

6. The company shall measure and/or evaluate the Projects developed by you and/ or your contribution in a project developed jointly with other Puremates, time consumed, its quality and effectiveness as per the criteria laid down by the company. You will provide correct data as may be required from time to time. Measurement/ Evaluation made by the company shall be effective and binding upon you.
7. Even during the trial period you will be acquiring, on Trust, products, information, knowledge about the processes and procedures, manufacturing, marketing & other trade secrets forming valuable asset of the company. None of these "Knowledge & Product Assets" including those, which may not have been mentioned here specifically, shall in any manner be delivered, disclosed, divulged, or made known to anyone. Failure to hold these assets in trust exclusively for the company shall be regarded as a serious Breach of Trust. A Non-Disclosure and Confidentiality Agreement with the company may also be required to be executed by you.
8. You hereby agree to abide by the Company Rules presently in force and, that may be enforced by the company from time to time here-in-after.
9. You will be responsible and reporting to the undersigned and the Head/Practice Lead/Team Lead of the Digital Marketing team and/ or any other person nominated by the company for this purpose. In the event, in your opinion any legitimate policy or individual matter is not getting resolved within a reasonable time and, is adversely effecting company's ability to market value added products and, your growth as Professional, you are entitled to represent your case before the undersigned after successful completion of the trial period
10. In the event of any conflict, as a Qualified Professional you will be expected to resolve it in a descent, disciplined and systematic manner. Expression of any dissatisfaction by way of neglecting your professional duties, remaining absent, leaving office during working hours, devoting time and/ or using 'facilities' for such acts which you consider as 'Prospects' for you and, similar activities shall be considered as one of the serious 'indiscipline activity'. In the event of any dispute and/ or difference relating to the quality and quantity of assigned work the decision of the Company shall be final and binding on you.
11. Your address as mentioned in this letter and your Permanent Address mentioned by you in your above Resume/ CV shall be deemed to be the correct addresses for posting any letter(s) and/ or conveying any message(s), etc., whenever so needed by the company. Unless intimated to the company sufficiently in advance all letters, messages and others posted at your this address shall be deemed to have been done correctly and received by you.
12. In confirmation and acceptance of all above terms and conditions please sign the duplicate copy hereof and return to the company.

For Puretech Internet Private Limited

I hereby confirm acceptance

Kainath Rizvi
Lead - Human Resources & Administration

Anusha Yogesh Mhatre

Date : 8th July 2023

To,
Ms. Keshari Dandgavan
Mumbai

Subject : Appointment letter as Media Assistant

Dear Keshari,

Further to your personal interview with us, we are pleased to appoint you as Media Assistant for Loksabha elections 2023 as a short-term assignment in our company with effect from 11th July 2023, subject to the following terms and conditions.

Work profile: Conducting thorough media monitoring across TV/Print/Electronic/Social Media/Digital Media, promptly addressing voter queries, and tracking candidates' social media spending. Delivering timely reports for informed decision-making.

Detailed work :

- **Tracking:** Diligently monitor various social media platforms, including but not limited to Twitter, Facebook, Instagram, and YouTube, as well as electronic media channels such as news websites and online streaming platforms as well as all TV news channels and newspapers.
- **Real-Time Reporting and Adaptation:** Providing real-time updates and reports on activities and trends to the campaign team allows for quick adaptation of strategies. This may involve identifying emerging issues or opportunities and recommending appropriate actions.
- **Responding to Engagement:** Engaging with users who interact with the candidates' and election commissions' social media handles or content may also be part of the role. This could involve responding to queries, addressing concerns, and fostering positive interactions.
- **Tracking Media Coverage:** Beyond social media, tracking electronic media such as news websites, online publications, and even broadcast media, print media for mentions of the candidates.
- **Compliance:** Stay abreast of electoral regulations and guidelines pertaining to online campaigning and advertising. Ensure that candidates adhere to these regulations and promptly report any violations to the relevant authorities.

- **Confidentiality:** Exercise discretion and uphold strict confidentiality in handling sensitive electoral information. Safeguard the integrity of the monitoring process by maintaining impartiality and professionalism at all times.

It is expected that you will perform your duties diligently with complete dedication and due responsibility by observing discipline and displaying good conduct towards both internal and external entities.

You need to provide all your personal details to HR for entering into office records along with set of 2 passport size photographs.

- Rotational Shifts: 7 am to 3 pm *OR* 3 pm to 11 pm *OR* any other shift time.
- Location: District Collector Office
- Holidays: No holidays during work.
- Remuneration: INR 20,000/- per month
- Internship End Date : 21st July 2024

Please note, this is purely short duration assignment for Loksabha 2024 elections, hence no any liabilities will be entertained apart from fixed per month remuneration.

You may please sign the duplicate of this letter by way of your acceptance of the offer as above.

Wish you all success.

Thank You.



Prasad Kulkarni
Business Head
New Age Media Partner Pvt. Ltd.



Offer Letter

Dear VIVEK Jain,

Ad2Connect is pleased to offer you the Internship as "Junior Graphic Designer & Motion Graphic artist".
Your joining date is September 2nd July 2023.

We trust that your knowledge, skills and experience will be among our most valuable assets. We are offering you a monthly paid internship on a stipend of INR 8,500 per month. You will be in probation period for 6 months since joining date.

Internship stipend and its increment is purely based on the candidate's overall conduct and performance under the role they are hired for. Minimum 3 months of period is mandatory before any increment in stipend is applicable.

You will be eligible to employee confirmation based on your performance and on completion of 6 months.

Appointment Policies & Rules

- It's a full-time role with work from office.
- First 1 months - Bring your own device - We have a culture of bring your own device. In case candidate do not have the laptop, company will provide the same.
- Reimbursement - Travelling to Mumbai for official purpose, traveling to client office in Mumbai, will be borne by company (not more than 1500 rs a month) after written approval in important cases. Traveling between inter-cities will require separate approval from management.
- Remuneration Cycle - Remuneration will be credited to candidate in first week of the month by or before 8th of each month (Not applicable to employee in notice period).
- Probation - Probation of 6 month is applicable on the appointment.
- Under probation, you will be evaluated and reviewed for your performance, achieving KPIs, delivering tasks on time and other responsibilities.
- Under probation - sick or personal leaves will be paid leaves.
- After confirmation - You can avail sick/PL upto in a month.
- For any leaves - information much in advance to your reporting manager is mandatory.
- Notice Period - Its mandatory to serve notice period of 60 days. If the candidate falls short of doing so, it will have its complication upon full and final settlement.
- Termination - If the management finds suspicious or unethical activities, activities of working for multiple firms at the same time, it has the right to terminate the employee with immediate effect without giving extra serving days.
- Working hours are from 9.30 am - 6.30 pm from Monday to Friday
- Saturday working (work from home) hours are till 2 pm only.



- Leave policies & List of holidays In a calendar year and government holidays will be shared separately.
- Other employee details will be shared post all the Joining formalities are completed.
- Any other details with regards to list of holidays, leave policies etc will be shared separately after Joining the firm.

Joining Formalities:

- Please complete all the joining formalities immediately upon signing this offer letter.
- Please share following identity proof and required documents along with signed offer letter-

Higher secondary education final marksheet
UG/PG - Marksheet
10proof (Residential Proof)
PAN & Aadhar Card
Emergency Contact with name
Salary Slip of 3 months or bank statement of 6 months.
Relieving letter from previous employer

This document to be printed and signed and send back to us on email within 24 hours,
After 24 hours this offer letter will be invalid.

Look forward to you joining our growing team.

Authorised By

Akanksha Dvivedi (CEO)

Date: 2nd July 2023.

Place: Mumbai