

RSET's



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

DGMC

ADMISSION POLICY

AY : 2023 – 2024

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DGMC

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The Guidelines

This handbook provides information about the admission Policy for all courses at DGMC. These are guidelines about the Admission Process followed at DGMC. It is expected that the guidelines are read very carefully and adhered to build up the spirit of partnership and trust with the institute.

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About RSET

RSET is a registered public charitable trust was established in 1948 at Malad, Mumbai. It began its foray into education with just three girl students, and today boasts of an all-inclusive campus that sprawls across two acres of land with a well-equipped playground. With an aim to promote various educational, charitable and social activities, the trust has pioneered in providing educational opportunities to various sections of society.

For this purpose, the trust also provides financial assistance to those in need to gain medical assistance with the help of Trivenidevi Deora Chikitsa Sahayata Kosh, as well as, offers freship and scholarship to meritorious students and those who have a financial need to pursue their education. As a result, during the last seven decades and more, the trust has played a vital role in promoting and providing better education from primary to post graduation in the fields of Commerce, Management, Information Technology and Media Studies. Currently, over 16,000 students are being educated in various educational institutions run by the trust.

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 more than 72 years. DGMC provides courses on Communication and Filmmaking at undergraduate and postgraduate levels. It offers autonomous Post Graduate Programs (PGP) in various verticals of media. These are namely Integrated Marketing, Advertising and Communication & Event Management.

Vision

- To promote creativity and entrepreneurship through pedagogy in the kaleidoscopic world of media and communications.
- To encourage an interdisciplinary approach to understanding media and communications, locally and globally.
- To stress on the importance of imparting social responsibility and high moral and ethical values among students.

Mission

- To create a pedagogical milestone by nurturing scholastic abilities in the arena of teaching, learning and research.
- To be a beacon for all in the field of media and communications by creating a rich and an intellectually challenging academic environment.
- To train young professionals by inculcating sensitivity, encouraging intersectional approaches to media and management and diversifying entrepreneurial visions with the help of industry experts.

Courses Offered at DGMC:

University of Mumbai - Courses

- I. Bachelor of Arts – Multimedia & Mass Communication : (BA-MMC)
- II. Bachelor of Arts - Film Television & New Media Production : (BA-FTNMP)
- III. Master of Arts – Communication and Journalism : (MA-CJ)
- IV. Master of Arts – Film Television & New Media Production : (MA-FTNMP)

DGMC PG/Diploma/Certificate – Courses

Post Graduate Program : (PGP)

- I. PGP in Integrated Marketing, Advertising & Communication (IMA&C)
- II. PGP in Event Management (EM)

Short Term Courses : (STC)

a. Diploma Courses : (DC)

- I. Advance Content Creation
- II. Multimedia & Animation

b. Certificate Courses: (CC)

- I. Certificate Course in Graphics and Web Design
- II. Certificate Course in Audio Video & Editing
- III. Certificate Course in Advance 3D, Animation with Maya
- IV. Certificate Course in Augmented & Virtual Reality
- V. Certificate Course in Audio Engineering
- VI. Certificate Course in Electronic Music Production

Program Details

1. University of Mumbai Affiliated Programs

1.1 Bachelor of Arts – Multimedia & Mass Communication: (BA-MMC)

The 3-year UG course in BA-MMC has been designed to train and equip students with the ability to research, study and creatively present information over different channels of media. Through the 3-year curriculum of BAMMC, students will be trained to communicate effectively through communication channels like television, radio, newspapers, internet and much more. Moreover, the curriculum will be unique across mass media colleges in India, where students will be able to uniquely instil qualities and expertise in different areas of media. The course has been designed to encourage a more creative and innovative approach to mass communication and journalism.

Eligibility: Candidates for being eligible for admission to the three-year integrated course leading to the Degree of Bachelor of Arts - MMC, shall be required to have passed the Higher Secondary School Certificate Examination (Academic or Vocational Stream) conducted by different Divisional Boards of Maharashtra State Board of Secondary and Higher Secondary Education or an Examinations of any another University or Body recognized as equivalent thereof by the Senate of the University of Mumbai.

Intake: 120

Duration: 3 Years Full Time Program

Admission Process :

- I. Please fill the Pre-Enrollment form on University of Mumbai website by logging on to: <https://mum.digitaluniversity.ac/> and select Deviprasad Goenka Management College of Media Studies- College Code 488 as the option and follow the instructions displayed on the website. After registering, they must save the Pre- enrollment form and upload the same with the college admission form.
- II. The registration number of University of Mumbai's Pre-Enrollment form is required and mandatory to be entered in the College online Application form.
- III. The college application form is an online form, available on website. It is Mandatory for the applicant to select a Category in which he/she wishes to submit the application
- IV. A student can apply for ONLY ONE CATEGORY in each application form. If he /she wish to apply for more than one category he/she shall have to fill a separate admission form.
- V. On successful submission of Online Application form and scanned documents, the application will be verified by the Admission Committee of the college.
- VI. All verified applications will be considered for selection in merit list.
- VII. The merit list will be displayed on the college website and on the notice board in college.
- VIII. On selection in the Merit-list, the student would be sent an SMS and Email informing him/her of the same.
- IX. The Student is required to secure admission within the time period mentioned in SMS/Email or any other way intimated by the college by paying fees through ONLINE mode link sent to them. Student can pay through NEFT mode also.

- X. The admission will be provisionally granted and it shall be subject to verification and submission of the original documents.
- XI. On successful fee payment, an acknowledgment/receipt shall be sent to the registered email ID of the student.

Note:

- **Please upload a recent passport size photograph taken on a clear background.
- **Documents should be properly scanned. An image/ Photo taken from a mobile shall not be accepted as a valid document.
- ** Incomplete Admission forms shall not be considered for the merit list.
- ** It is mandatory to register on the University of Mumbai portal and select DGMC with college code 488.
- ** Candidates are not allowed to create multiple id's while enrolling at university sites.

If a student fails to submit the original documents or if the details provided in the application form do not match with the original documents, the provisional admission shall stand cancelled.

For Documents to be submitted refer **Annexure -II**

Criteria for Direct Admissions to Second year and Third year for BAMMC programs will be as follows:

- a) Candidate should have passed in all the papers of First Year / Second Year (as the case maybe) and should have secured at least a B+ grade.
- b) To submit No Objection Certificate (NOC) from the college where he/she is presently studying in
- c) Online Transfer Certificate from MKCL Portal (University of Mumbai Portal)
- d) The eligibility of the candidate should be approved by the University of Mumbai.
- e) At the time of Admission, if a candidate fulfils all of the above criteria, he/she has to pay Second/ Third year full fees plus the Security Deposit.
- f) The candidate is required to submit the original copy of 10th, 12th mark sheet at the time of admission.
- g) If the number of application exceeds against the number of availability seat then in that case the student will be merit listed as per their marks.

1.2 Bachelor of Arts - Film Television & New Media Production: (BA-FTNMP)

Bachelor of Arts Film, Television and New Media Production is a University of Mumbai recognized course and has been developed specially to cater to the changing needs of global media and entertainment industry.

The program is devised to prepare students in film, television and new media content production. The program deals first with basics of art, graphic design and writing for media and gradually builds up on the basic knowledge to make them ready for the industry.

For the first time, it takes the students through the entire pipe line of production process with regards to the content creation for various media pads, providing the students an insight into the correlation that exists between content creation and media business.

Eligibility: Candidates for being eligible for admission to the three-year integrated course leading to the Degree of BAFTNMP, shall be required to have passed the Higher Secondary School Certificate Examination (Academic or Vocational Stream) conducted by different Divisional Boards of Maharashtra State Board of Secondary and Higher Secondary Education or an Examinations of any another University or Body recognized as equivalent thereof by the Senate of the University of Mumbai.

Intake: 180

Duration: 3 Years Full Time Program

Admission Process :

- I. Please fill the Pre-Enrollment form on University of Mumbai website by logging on to : <https://mum.digitaluniversity.ac/> and select Deviprasad Goenka Management College of Media Studies- College Code 488 as the option and follow the instructions displayed on the website . After registering, they must save the Pre- enrollment form and upload the same with the college admission form.
- II. The registration number of University of Mumbai's Pre-Enrollment form is required and mandatory to be entered in the College online Application form.
- III. The college application form is an online form, available on website. It is Mandatory for the applicant to select a Category in which he/she wishes to submit the application
- IV. A student can apply for ONLY ONE CATEGORY in each application form. If he /she wishes to apply for more than one category he/she shall have to fill a separate admission form.
- V. On successful submission of Online Application form and scanned documents, the application will be verified by the Admission Committee of the college.
- VI. All verified applications will be considered for selection in merit list.
- VII. The merit list will be displayed on the college website and on the notice board in college.
- VIII. On selection in the Merit-list, the student would be sent an SMS and Email informing him/her of the same.
- IX. The Student is required to secure admission within the time period mentioned in SMS/Email or any other way intimated by the college by paying fees through ONLINE mode link sent to them. Student can pay through NEFT mode also.
- X. The admission will be provisionally granted and it shall be subject to verification and submission of the original documents.

- XI. On successful fee payment, an acknowledgment/receipt shall be sent to the registered email ID of the student.

Note:

- **Please upload a recent passport size photograph taken on a clear background.
- **Documents should be properly scanned. An image/ Photo taken from a mobile shall not be accepted as a valid document.
- ** Incomplete Admission forms shall not be considered for the merit list.
- ** It is mandatory to register on the university of Mumbai portal and register for DGMC.
- ** Candidates are not allowed to create multiple id's while enrolling at university sites.

If a student fails to submit the original documents or if the details provided in the application form do not match with the original documents, the provisional admission shall stand cancelled.

For Documents to be submitted refer **Annexure -II**

Criteria for Direct Admissions to Second Year and Third Year for BAFTNMP program will be as follows:

- a) Candidate should have passed in all the papers of First Year / Second Year (as the case maybe) and should have secured at least a B+ grade.
- b) To submit No Objection Certificate (NOC) from the college where he/she is presently studying in.
- c) Online Transfer Certificate from MKCL Portal (University of Mumbai Portal)
- d) The eligibility of the candidate should be approved by the University of Mumbai.
- e) At the time of Admission, If a candidate fulfils all of the above criteria, he/she has to pay Second/ Third year full fees plus the Security Deposit.
- f) The candidates are required to submit the original copy of 10th, 2th mark-sheet at the time of admission.
- g) If the number of application exceeds against the number of availability seat then in that case the student will be merit listed as per their marks.

1.3 Master of Arts – Communication and Journalism: (MA CJ)

MACJ is a two year-duration degree programme for candidates who wish to build their career in the field of journalism, mass communication, advertising, film and public relation. Post successful completion of the course, candidates will be able to develop and refine their skills of gathering, transmitting, and delivering information to a large audience.

Eligibility*:

No candidate shall be eligible to register for the program/ courses if he/she is already registered for any full-time program of study in the University or in any other University/Institution.

Students who have passed a Bachelor's course from any discipline/faculty of a recognised (by UGC-DE Council or any other competent body appointed for the said purpose by the due authority) university in India, or the degree from any foreign university, which has been approved by UGC/Association of Indian Universities and is considered equivalent and at par

with Indian degrees. In case of more applications are received than the sanctioned strength then Merit-Wise entrance test will be the criteria for selection.

Intake: 60

Duration: 2 Years Full Time Program

Admission Process:

- I. Please fill the Pre-Enrollment form on University of Mumbai website by logging on to: <https://mum.digitaluniversity.ac/> and select Deviprasad Goenka Management College of Media Studies as the option and follow the instructions displayed on the website. After registering, they must save the Pre- enrollment form and upload the same with the college admission form.
- II. The registration number of University of Mumbai's Pre-Enrollment form is required and mandatory to be entered in the College online Application form.
- III. The college application form is an online form, available on website.
- IV. A student can apply for ONLY ONE CATEGORY in each application form. If he /she wish to apply for more than one category he/she shall have to fill a separate admission form.
- V. On successful submission of Online Application form and scanned documents, the application will be verified by the Admission Committee of the college.
- VI. The Institute will schedule a written test of one hour for 50 marks. The institute will then prepare a merit list based on the percentile of marks at the written test and short list candidates for next stage of selection process i.e. Personal Interview
- VII. Personal Interview Dates will be communicated by email.
- VIII. Candidate will be selected for admission on merit based on aggregate marks at written test and Personal Interview
- IX. On being selected for admission, the candidate will be entered into merit list on the ERP and this will be also displayed in the college notice board. Selected students will also be intimated by SMS/Phone call.
- X. The Student is required to secure admission within the time period mentioned in SMS/Email or any other way intimated by the college by paying fees through ONLINE mode link sent to them. Student can pay through NEFT mode also.
- XI. The admission will be provisionally granted and it shall be subject to verification and submission of the original documents.
- XII. On successful fee payment, an acknowledgment/receipt shall be sent to the registered email ID of the student.

For Documents to be submitted, refer to **Annexure –II & III**

***Note:**

- a) It is mandatory to register on the University of Mumbai portal and select DGMC with college code 488
- b) Cut-off will be decided based on the number of forms received for that particular course.
- c) MA CJ, candidate will be selected for admission on merit based on UG Aggregate Marks, Written Test & Personal Interview.

1.4 Master of Arts – Film Television & New Media Production: (MA-FTNMP)

MA in Film Television New Media Production is a 2 year long postgraduate course. It is generally studied by the candidates who want to know about the history of Indian art of Film making, Sound, Cinematography, Post Production and VFX, New media Theory and Practices and world cinema. Most importantly, MA FTNMP candidates will be trained to critically analyse a cinematic piece through different aspects.

Eligibility:

Students who have passed a bachelor's course from any discipline / faculty of a recognized (by UGC-DE Council or any other competent body appointed for the said purpose by the due authority) university in India, or the degree from any foreign university, which has been approved by UGC / Association of Indian Universities and is considered equivalent and at par with Indian Degrees. In case of more applications are received than the sanctioned strength then Merit-Wise entrance test will be the criteria for selection.

Intake: 60

Duration: 2 Years Full Time Program

Admission Process:

- I. Please fill the Pre-Enrollment form on University of Mumbai website by logging on to : <https://mum.digitaluniversity.ac/> and select Deviprasad Goenka Management College of Media Studies as the option and follow the instructions displayed on the website . After registering, they must save the Pre- enrollment form and upload the same with the college admission form.
- II. The registration number of University of Mumbai's Pre-Enrollment form is required and mandatory to be entered in the College online Application form.
- III. The college application form is an online form, available on website.
- IV. A student can apply for ONLY ONE CATEGORY in each application form. If he /she wish to apply for more than one category he/she shall have to fill a separate admission form.
- V. On successful submission of Online Application form and scanned documents, the application will be verified by the Admission Committee of the college.
- VI. The Institute will schedule a written test of one hour for 50 marks. The institute will then prepare a merit list based on the percentile of marks at the written test and short list candidates for next stage of selection process i.e. Personal Interview
- VII. Personal Interview Dates will be communicated by email.
- VIII. Candidate will be selected for admission on merit based on aggregate marks at written test and Personal Interview
- IX. On being selected for admission, the candidate will be entered into merit list on the ERP and this will be also displayed in the college notice board. Selected students will also be intimated by SMS/Phone call.

- X. The Student is required to secure admission within the time period mentioned in SMS/Email or any other way intimated by the college by paying fees through ONLINE mode link sent to them. Student can pay through NEFT mode also.
- XI. The admission will be provisionally granted and it shall be subject to verification and submission of the original documents.
- XII. On successful fee payment, an acknowledgment/receipt shall be sent to the registered email ID of the student.

For Documents to be submitted, refer to **Annexure -II & III**

***Note:**

- a. It is mandatory to register on the University of Mumbai portal and select DGMC with college code 488
- b. Cut-off will be decided based on the number of forms received for that particular course.
- c. MA FTNMP, candidate will be selected for admission on merit based on UG Aggregate Marks, Written Test & Personal Interview.

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2. DGMC PG/Diploma/Certificate - Courses

2.1 Post Graduate Program: (PGP)

2.1.1 PGP in Integrated Marketing, Advertising & Communication

Integrated Marketing Advertising & Communication is integration of all marketing tools, approaches, and resources within a company which maximizes impact on consumer mind and results into maximum profit at minimum cost. IMAC focuses on comprehensive plan of promotional mix comprising of Print, Electronic, Outdoor, Digital Marketing, Direct Marketing, Sales and Product Promotion, Public Relation , Experiential Marketing and evaluates the strategic roles of these disciplines to provide ideal balance for clarity, consistency and maximum communication impact.

Specialization1 : Advertising & Public Relations

Specialization 2: Media Strategy

Eligibility:

Candidate should have appeared for / passed Bachelors Degree of minimum 3 years duration.

Intake: 10

Duration: 18 Months

Admission Process :

Step 1:



Fill the Application Form available on our website

Step 2:



Submit Application Fee

Step 3:



Appear for the Entrance Test

Step 4:



Appear For Personal Interview

Step 5:



Wait for the result

Note :

1. Institute will prepare a merit list based on weightage given to various components as follows:

Sr. No.	Components	Weightage	
		Minimum	Maximum
1	Score for academic performance in Under Graduate Degree	20%	40%
2	Written Test	20 %	40%
3	Personal Interview	10 %	20%

2. Selected students will also be intimated by SMS/Phone call. Candidate has to then pay the fees within the stipulated period as communicated to secure his/ her admission. On payment of fees, provisional admission will be confirmed.
3. For Documents to be submitted refer **Annexure -IV**

2.1.2 PGP in Event Management with Wizcraft Mime

When it comes to driving business productivity or sales, celebrating personal or professional achievements and milestones, events are integral to life. It's no wonder that event management is fast becoming the most in-demand career choice and a booming profession. This dynamic, highly-innovative and engaging industry requires professionals with vibrant skill sets to engineer memorable events.

Who better to impart these skills to the next generation than the masters in the field! Deviprasad Goenka Management College of Media Studies, in Collaboration with Wizcraft MIME, an educational venture from India's leading Event Management agency-Wizcraft International, offers students the chance to learn from masters, and shape careers in the experiential world.

Eligibility:

Candidate should have appeared for / passed Bachelors Degree of minimum 3 years duration.

Intake: 10

Duration: 11 Months

Admission Process :

Step 1:



Fill the Application Form available on our website

Step 2:



Submit Application Fee

Step 3:



Appear For Personal Interview

Step 4:



Wait for the result

1. Selected students will also be intimated by SMS/Phone call. Candidate has to then pay the fees within the stipulated period as communicated to secure his/ her admission. On payment of fees, provisional admission will be confirmed.
2. For Documents to be submitted refer **Annexure -IV**

DGMC

Short Term Courses: (STC)

2.2 Diploma Courses: (DC)

2.2.1 Diploma in Advance Content Creation

Content Creation for Business will provide opportunities for participants to deepen their skills and knowledge needed for producing engaging digital content for the typical distribution platforms businesses use in today's market.

2.2.2. Diploma in Multimedia & Animation

Diploma in Animation and multimedia is a Diploma program offered to those who have interest in the Animation sector and their uses nowadays in various fields like cartoons, 3D/4D movies etc. can take admission to this course.

The aim of the course is to offer eligible students basic learning in the field of animation and multimedia with their applications in real world.

2.3 Certificate Courses: (DC)

2.3.1 Certificate Course in Graphics and Web Design

Graphic & Web Design is all around us, in a myriad of forms, both on screen and in print, yet it is always made up of images and words to create a communication goal. This course exposes students to the fundamental skills required to make sophisticated graphic design: process, historical context, and communication through image-making and typography. The course also imparts a basic understanding of how the Web and web pages work; and once they learn these fundamentals, students are taught interaction design and user interface design.

2.3.2 Certificate course in Audio Video & Editing

It is often said that the secret to any great audio-visual experience (feature film, telefilms, television show or soap opera, documentary, advertisement film, corporate film) is great editing. Editing is what makes a programme move up from good to great. Editing is the heartbeat of an audio-visual programme because it gives the programme a suitable pace and rhythm. It is a perfect combination of Art and Technique.

2.3.3 Certificate course in Advance 3D, Animation with Maya

As the industry standard 3D animation software, learning Autodesk Maya is a great skill to help Students land a job in the film, music and gaming industry. In this course, Students will learn how to create entire animation from scratch. Advance 3D Animation with Maya will helps students to get skills to industry-standard. By learning from industry experts who have worked at top animation studios, you'll gain valuable industry insights, build critical job skills, and graduate with a polished portfolio to show employers.

2.3.4 Certificate course in Augmented & Virtual Reality

Take your imagination & creative skills to the next level with Augmented & Virtual Reality with DGMC. This course will break down complex AR & VR concepts to make them easy to understand, while also sharing expert tips and knowledge from Daydream's AR Core team. The course is great for beginners who are just getting started with AR.

2.2.5 Certificate Course in Audio Engineering

Audio engineering is the technical and creative process of recording, mixing, and producing audio content, including music, podcasts, film soundtracks, and more. It involves using specialized equipment and software to capture, manipulate, and enhance sound, with the goal of achieving the desired sonic qualities for the final product.

2.2.6 Certificate Course in Electronic Music Production

Electronic music production is the process of creating music using electronic and digital instruments and technologies. It involves combining various elements such as beats, melodies, and effects to produce music that can be used in a variety of contexts, from live performance to film and video games.

Admission Guidelines for all Certificate and Diploma Courses mentioned above:

Eligibility: 10+2 from any recognised Board or equivalent

Admission Process:

Step1 : Fill the Application Form available on our website.

Step 2. : Selected students will also be intimated by SMS/Phone call. Candidate has to then pay the fees within the stipulated period as communicated to secure his/ her admission. On payment of fees, provisional admission will be confirmed.

Step 3: Submit 12th Original Mark-sheet to the college

Note : For Documents to be submitted refer **Annexure -V**

Fee Structure (Program Wise)

Undergraduate Courses (BA- University of Mumbai)

Name of The Course	Duration of the Program	Year			Total Fees
		I	II	III	
BAMMC	3 Years	28,876	28,256	25,106	82,238
BAFTNMP	3 Years	65,026	54,806	55,556	1,75,388

Post Graduate Courses (MA - University of Mumbai)

Name of The Course	Duration of the Program	Year		Total Fees
		I	II	
MA CJ	2 Years	67,044	57,269	1,24,313
MA FTNMP	2 Years	76,044	65,269	1,41,313

Post Graduate Programs

Name of The Course	Duration of the Program	Security Deposit	Instalment			Total Fees (GST Included)
			I	II	III	
PGP - IMA&C	18 Month	10,000	1,18,000	1,47,500	59,000	3,24,500
PGP – EM	11 Month	NA	1,77,000	1,18,000	NA	2,95,000

Certificate & Diploma Courses:

Name of The Course	Total Fees (GST Included)
Diploma in Multimedia and Animation	84,960/-
Diploma in Advance Content Creation	70,800/-
Graphics and Web Design	29,382/-
Audio Video Editing	22,420/-
Advance 3D Animation with Maya	37,760/-
Augmented and Virtual Reality	17,700/-
Audio Engineering	65,903/-
Electronic Music Production	75903.5/-

Scholarship & Financial Assistance Scheme

Maharashtra State Government Scholarship Scheme on MAHADBT Portal

Student those who belong to Reserved Caste category i.e. SC / ST / VJNT / OBC / SBC and notified Religious minority i.e. Jain / Sikh / Parsi / Muslim / Christians and also students with Physical Disabilities can avail the facility by applying online on the Maharashtra State Government's website i.e. <https://mahadbt.maharashtra.gov.in>

Objective:-

Availing financial benefits from various scholarship schemes of the Maharashtra State government by the students of various categories i.e. Reserved Caste category i.e. SC / ST / VJNT / OBC / SBC and notified Religious minority i.e. Jain / Sikh / Parsis / Muslim / Christians and also students with Physical Disabilities subject to fulfilling the eligibility conditions and approval of online applications by concerned department of MAHADBT.

Coverage: -

The schemes will be applicable to all University of Mumbai affiliated Courses

Number of Students to be covered: -

All those who have required documents mentioned here for reference:-

- Income Certificate (Provided by Tahesildar)
- Cast Certificate.
- Mark sheet for last appeared examination
- Mark sheet for SSC or HSC
- Domicile Certificate

Process of Online Application:-

Online applications of scholarship schemes of the students are approved online by the MAHADBT Department of Government of Maharashtra.

Process of Benefits:-

Benefit of Tuition fees and Exam fees are disbursed to the respective student's bank account by the Finance department of MAHADBT of the Government of Maharashtra.

Financial Assistance

The selection of students for grant of financial assistance shall be made on the basis of following criteria:

- a. Applicant must have at least 70% at the qualifying examination
- b. Annual Income of the family should not exceed Rs. 3.00 lakh per annum

Grant of Financial Assistance shall be restricted to maximum Rs. 1.00 lakh per annum.

ii. Merit scholarship:

- a. Applicant must have at least 75% at the qualifying examination.

Selection Procedure:

All the applications of the candidates received before the deadline fulfilling above criteria shall be called for personal discussion with the Committee. The Selection Committee shall consist of the following:

- a. Principal / Director
- b. Chairperson of the Programme
- c. Registrar

The Committee shall make its recommendation to the Principal / Director for approval which will be sent to the Chairman- RSET.

Renewal of Scholarship/Financial Assistance for Second Year:

Continuation of the financial assistance during the second year shall be subject to their passing the First Year examination at first attempt and meeting income level prescribed for first year.

Fee Payment Policy

In-house Student/ Staff's Ward: NA

Foreign/ NRI Students: All International (Foreign/ NRI) students seeking admission to any of the University of Mumbai affiliated Programs shall be admitted to the respective Programs based on the guidelines for admissions laid down by the University of Mumbai for all such Students.

Late Fees: Late payment of fees will attract a fine of Rs.100 per day, maximum upto Rs. 5,000/- For the calculation of late fee, a grace period of two days will be granted.

Post Dated Cheques (PDCs): Wherever instalments are allowed, students have to submit post - dated cheques at the time of the admission.

Cheque Bounce: A fine of Rs. 500.00 will be levied in case of cheque/s bounce. This fine should be paid in CASH.

Mode of Payment: All fees should be paid through ONLINE mode. In special cases fees shall be accept by NEFT/RTGS with prior permission of the Principal. Students are asked to update the Admin Department with the UTR Number, Reference Number and date of NEFT transaction so that their receipts can be generated after verifying the entries in the college passbook

Note : College Bank account details will be provided to the students as per instruction from RSET 's Accounts Department

Admission Cancellation Policy

Application for cancellation of admission should be made in the prescribed form (**Annexure No. VI**). Cancellation should be authorised by the Principal/Director. For all the Mumbai University Programmes, the cancellation policy stipulated by the University of Mumbai will apply.

I. Refund Policy – UOM

Rules regarding refund of fees in case of cancellation of admission are applicable as per University norms (University Circular No. UG/412 of 2008 dated 11th Sept 2008).

Table-1: Fee Deduction on cancellation of admission

Period and percentage of deduction charges					
(i)	(ii)	(iii)	(iv)	(v)	(vi)
* Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term of the course.	From 21 st day upto 50 days after commencement of the academic term of the course.	From 51 st day upto 80 days after the commencement of academic term of the course or August 31 st whichever is earlier.	From September 1 st to September 30 th .	After September 30 th .
Rs. 500/ - lump sum	20% of the total amount of fees.	30% of the total amount of fees.	50% of the total amount of fees.	60% of the total amount of fees.	100% of the total amount of fees.

Ordinance 2859 of University of Mumbai Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in under graduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognised Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows:

The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:

- I. All the fee items chargeable for one year are as per relevant University circulars for different Faculties. (excluding the courses for which the total amount is fixed by other competent authorities).
- II. The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam fee and Enrollment fee) are non-refundable.
- III. Fee collected for Identity card and Library card, admission form and prospectus, enrolment and any other course specific fee are not refundable after the commencement of the academic term.

- IV. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be refunded at the time of Cancellation on production of original fee receipt. Deposits not claimed within one year of leaving the college or cancellation of admission will be forfeited.
- V. Provided that wherever admissions are made through centralised admission process for professional and/or for any other courses by other competent authorities (as per the rules of relevant agencies) for the Ist year admissions. In case of admission to subsequent years of the courses, O.2859 is applicable for cancellation of admission.
- VI. Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses.

For the students who are leaving the college after completion of studies, schedule for the refund of deposit will be put up on the college notice board after the declaration of the University result of the relevant course. For those students who cancel their admission in the middle of the course, the amounts of deposits will be refunded to the student after 30 days from the date of receipt of their application duly signed by student and NOC from departments concerned.

Post Graduate Courses:

Vide University Circular UG/ 253 OF 1996.

0.3574

- I. The registration fees once paid for the PG course will not be refunded for any reason.
- II. The Tuition fee paid by the candidate for the course in which he/she is registered as a PG student will be refunded to him/her if he/she leaves the said course without attending any lectures, seminars or practical, subject to a deduction of 25% of the tuition fee. The application by the candidate for such refund will only be entrained if it is received by the Principal/Registrar/Head of Department within Fifteen days of the date of commencement of the lectures of the academic year in which the fees is paid.
- III. The Tuition fee paid by the candidate for the course in which he/she is registered as a PG student will be refunded to him/her if he/she leaves the said course and joins another course of this University for which he/she applied at the same University admission is made later, subject to a deduction of 25% of the tuition fee.

Refund Policy: DGMC Courses:

Post Graduate Program (PGP):

On request received before the beginning of academic session	80% Refund 20% Deducted
On request received after the start of the academic session	No refund

Diploma & Certificate Program: No refund after enrolment

Note:

*** The Amount of Security/Caution Money Deposit will be refunded to the candidate (Subject to full Payment of fees and no pending dues for the applicable course)**

ANNEXURE I: UG Courses (Documents)

List of documents required to be submitted along with Admission Form

BA in Film Television New Media Production & BA in Multimedia & Mass Communication
(Open category)

01.	Original 10 th and 12 th Mark-sheet & Passing Certificate
02.	Attested photocopy of HSC / Equivalent Exam Mark-sheet and HSC/Equivalent Exam Certificate of passing (in case of downloaded statement of marks, Attestation of school Principal /Vice Principal only will be accepted) Attested Copy of SSC/Equivalent mark sheet Any other certificate as applicable Prima facie Statement of Eligibility issued by the University of Mumbai for students who have passed from IB/ IGCSE/ Cambridge Boards/ AIU.
03.	Address proof/ Electricity Bill/ telephone Bill Copy of Aadhar card is mandatory
04.	Four recent passport size photographs and 5 self-addressed envelopes
05.	Migration certificate, if applicable
06.	Leaving Certificate
07.	Anti Ragging Affidavit duly signed by student & Parents
08.	Gap Affidavit, if applicable(format available in the 'Download Affidavits' link on the website)
Note	(All Originals to be produced for verification)

ANNEXURE II: Documents under various Categories (UG+MA)

List of documents required for Various Categories of Admission

Following documents are required to be uploaded by ALL STUDENTS who are applying for admission (Under ALL CATEGORIES – Open, Hindi Linguistic Minority, Defence, Freedom Fighters, Transfers, Sports and Cultural Activities, Physically Handicapped and Learning Disability)

- a) Scanned / PDF copy of Pre Admission Online Registration Form of University of Mumbai
- b) Scanned / PDF copy of the Online Admission form of DGMC
- c) Attested Photocopy of HSC/ Equivalent Examination Mark sheet and HSC/ Equivalent Examination Leaving Certificate.
- d) Attested Photocopy of SSC/ Equivalent Examination Mark sheet
- e) Prima Facie Statement of Eligibility issued by University of Mumbai for students who have passed the IB/ IGCSE/ Cambridge Boards.
- f) Copy of the Aadhar Card of the student or the UPIN number if Aadhar Card not yet received

The institution possesses “Hindi Speaking Linguistic Minority” Status. Therefore, 50% seats are reserved for students whose mother tongue is Hindi. Students applying under HINDI LINGUISTIC MINORITY CATEGORY are required to upload following more documents:

- a) Original School leaving certificate clearly stating HINDI as a mother tongue
- b) Affidavit submitted by the Parent/ Guardian stating Hindi speaking -Minority status

Students applying under Defense, Freedom Fighters, Transfers, Sports and Cultural Activities, Physically Handicapped and Learning Disability are required to upload following more documents:

- a) Certificate issued by the Central Govt., State Govt. , Zilla Sainik Welfare Association (For Defense)
- b) Copy of Tamrapatra (For Freedom Fighter)
- c) Government Transfer Order specifying the date of Transfer (For Transfer Cases)
- d) Photocopies of certificates indicating achievements in sports at the International, National, State and District level competitions during the years .(For Sports / Cultural)
- e) Certificate from KEM, NAIR or Sion hospital for learning disability not older than 2018 (For students with learning disability).

ANNEXURE III: MA Courses (Documents)

List of documents required to be submitted along with Admission Form

MA in Film Television New Media Production & MA in Communication & Journalism

01.	Original Graduate Degree Certificate along with Mark Sheets of all three years
02.	Photocopy of Address proof, photo id proof (Aadhar Card)
03.	Four recent passport size photographs
04.	Original Migration Certificate/Leaving Certificate, where applicable
05.	Experience Certificate, if any
06.	Certificate of additional qualifications, if any
07.	Gap Affidavit, if applicable (format available in the 'Download Affidavits' link on the website)
08.	Medical Fitness for Handicapped (LD) (if applicable)
09.	Anti Ragging Affidavit duly signed by student & Parents
Note	(All Originals to be produced for verification)

ANNEXURE IV: Post Graduate Programs (Documents)

List of documents required to be submitted along with Admission Form

Sr. No.	Particulars
	Please submit following documents at the time of admission
01.	Degree Mark-sheet (All Years/semesters) (Issued by University)
02.	Degree Certificate or Passing Certificate (Issued by University)
03.	Photo ID Card copy (Aadhar Card/ Voters ID Card/ Passport)
04.	SSC Mark-sheet/Certificate & HSC Mark-sheet/Certificate
05.	Experience Certificate (if applicable)
06.	2 Recent Passport Size colour photographs
07.	Anti Ragging Affidavit duly signed by student & Parents

ANNEXURE V: Diploma & Certificate Course (Documents)

List of documents required to be submitted along with Admission Form

Sr. No.	Particulars
01.	Photo ID Card copy (Aadhar Card/ Voters ID Card/ Passport)
02.	SSC Mark-sheet/Certificate & HSC Mark-sheet/Certificate
03.	2 Recent Passport Size colour photographs

DGMC

ANNEXURE VI : Admission Cancellation Form



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

ADMISSON CANCELLATION FORM

INFORMATION OF THE STUDENT

DATE _____

STUDENT NAME _____ CLASS _____

FEES RECEIPT NO _____ DATE _____ AMOUNT _____

ADDRESS _____

CONTACT NO. _____ EMAIL ID _____

DIVISION / ROLL NO. _____

REASON FOR CANCELLATION

Indicate your reason for cancellation in the space provided below

Signature of the Student _____ Signature of the Parent _____

COLLEGE USE ONLY

Head of the College Remarks for Cancellation

Signature of Course Co-ordinator/Vice-Principal _____ Principal _____

FOR MANAGEMENT USE ONLY

APPROVED BY _____ DATE _____

COMMENTS _____

SIGNATURE OF APPROVER _____ DATE _____