RSET's

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

Recognised under 2(f) of UGC ACT 1956 (Autonomous)
Affiliated to University of Mumbai
NAAC Accredited "B+" Grade

Student
HANDBOOK
2025–2026

Document Control and Revision History

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The Guidelines

This handbook provides information about program Architecture, rules, regulations and guidelines at DGMC. Institute reserves the right to modify any part of this document any time during the years for which this Handbook is valid and all such changes in this document and consequently in the relevant rules shall be binding on the student. It is expected that the guidelines are read very carefully and adhered to build up the spirit of partnership and trust with the institute.

Student Handbook Committee (AY 2025-2026)

Chairperson	Nilanksha Sachdev
	Rajeshwari Venkitasubramanian
	Divya Narang Tinna
	Dr. Nisha Dahiya
	Sunita Cordeiro

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About RSET

RSET is a registered public charitable trust 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 the aim of promoting various educational, charitable and social activities, the trust has pioneered in providing educational opportunities to various sections of society.

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 freeship 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

Established in 2014, RSET's Deviprasad Goenka Management College of Media Studies (DGMC) is a leading institute for media and communication education under the aegis of its parent organization, RSET. In 2024, DGMC achieved Autonomy Status with approvals from the University Grants Commission (UGC) and the University of Mumbai, marking a significant milestone in its journey toward academic excellence. DGMC was awarded a B+ Grade with a CGPA of 2.65 during its first NAAC accreditation cycle conducted in November 2023.

RSET's DGMC offers a diverse range of undergraduate and postgraduate programs in communication and filmmaking, including:

1. Bachelor of Multimedia and Mass Communication (BAMMC)
2. Bachelor of Film, Television, and New Media Production (BAFTNMP)
3. BSc Data Science
4. BSc in Animation & VFX
5. Bachelor of Management Studies (BMS) - AICTE approved
6. Master of Arts in Communication & Journalism (MA-CJ)
7. Master of Arts in Mass Communication - Film, Television, and New Media (MA MC-FTNM)
8. Master of Arts in Public Relations (MA-PR)

The RSET's DGMC campus features state-of-the-art facilities designed to meet the dynamic needs of the media industry. Highlights include ICT enabled air-conditioned classrooms equipped with LCD projectors, iMAC Computer Lab, Colour Grading Lab, Shooting Studio, Sound Innovation Lab and Production Control Room.

The institute prides itself in plethora of curricular, co-curricular and extracurricular activities required for the holistic development of students, giving them an environment that nurtures academic excellence and creativity.

Mission Statement

- 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 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.

Vision Statement

- 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.

Why Choose DGMC

- Enviable infrastructure facilities in a dedicated campus for media studies.

- Top-notch faculty with vast experience drawn from various industry segments.

- Differentiated pedagogy which involves hands-on approach to learning.

- Comfortably air - conditioned classrooms, seminar hall and studios.

- A well-equipped library with a range of popular and latest books, magazines and journals on Media, Entertainment and Advertising

- Latest digital equipment and gadgets in all studios

- Value added activities like workshops/ International conferences / industry visits / Saturday series.

- Close to major Production Houses, TV channels, studios and media companies (5 Kms)

- Draupadidevi Sanwarmal Women's Hostel with a capacity for 135 students

- Jankidevi Bilasrai Bubna Boy's hostel with a capacity of 152 students

Infrastructure @ DGMC

The state-of-the-art campus of DGMC is modern and conforms to the demands of the media industry. The classrooms are air-conditioned and equipped with LCD projectors, and online learning facilities. These facilities create an academic ambience conducive to learning.

Shooting Studio: DGMC offers a state-of-the-art shooting studio equipped with Kino lights, D4R Lights, SOP Boxes, EI Tripod, Flycam DSLR Body Vest, Track Trolleys, a Mini-jib, Chroma-key backgrounds and latest digital cameras with 18-55mm, 24-70mm and 16-35 lenses. The shooting studio in DGMC is a hub of activity where students explore their creative potential, learn and experiment with newer methods of filmmaking. Several industry experts guide the students in the craft of filmmaking using the best of shooting equipment. Students pursuing video production are given this space to try out their ideas as well as practice and perfect the basics.

Production Control Room: The Production Control Room (PCR) or Studio Control Room (SCR) is the place in a television studio where the composition of the outgoing program takes place. PCR is the technical hub of a broadcast operation common among most over-the-air television stations and television networks. The PCR in studios is where activities such as switching from camera to camera are coordinated.

iMac Computer Lab: The entire Computer Lab is powered by premium quality Apple iMac workstations, equipped with the latest photo and video-editing software, like FCP, Adobe Creative Suites, and other relevant software, this ensures a smooth workflow and teaching-learning experience. The lab lends a truly international environment, where learning is enthused with inspiration and professionalism comes as a second character.

Colour Grading Lab: The Colour grading lab encompasses both colour correction and the generation of artistic colour effects. Smoke video editing and effects software is designed for video editors who need to do more than just edit. By integrating a familiar timeline workflow and node—based compositing, Smoke connects editing and effects, with finishing tools for 3D compositing, colour correction, and motion graphics.

Sound Innovation Lab: The DGMC Sound Innovation Lab provides the best of sound recording and designing equipment for Mixing and Editing, mastering, arranging, Sound design and contemporary music production, ADR and Voice over recording, Audio Post production for short films, documentaries, Ad films, etc. Professionals from the film and television industry mentor and guide the students. The lab is well equipped with the latest industry standard hardware and software such as Pro Tools, Cubase, LogicPro X and Nuendo. All film making, sound engineering students have access to the Sound Innovation Lab, where they can learn, and practice to hone their skills.

Smart Classrooms: The 60-seater acoustically built Seminar Hall named after its donor Shri. Madhoprasad Saraf, enables Hi-Tech Learning and knowledge sharing as well as doubles up as a conclave setting.

Learning Resource Centre: Smt. Prabhdevi Banwarilal Saraf Library at DGMC has an exclusive and exhaustive range of books on Media and Advertising, periodicals, journals/magazines and DVDs on curricular as well as co-curricular topics, which helps students to grasp that additional bit of knowledge that will put them ahead of the rest. The Resource Centre has more than 3661 books, 43 journals and periodicals as well as 134 Audio visuals. The Learning Resource Automation is done with the help of KOHA software and a bar-code system.

Add-on Value Addition Skill Based Courses

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.

Duration: 6 Months

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. Even a well-directed programme can come out as a boring affair if it is not creatively edited. Similarly, a moderately directed programme can become a big hit due to the creative touch of an Editor. 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.

Duration: 3 Months

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 help students to get skills to industry-standard. By learning from industry experts who have worked at top animation studios, students will gain valuable industry insights, build critical job skills, and graduate with a polished portfolio to show employers.

Duration: 6 Months

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. The Electronic Music Production course provides students with the technical skills and creative knowledge required to produce electronic music. This course covers a range of topics such as music theory, sound design, mixing and mastering, and software and hardware use.

Duration: 6 Months

Certificate course in Advanced Photography
Given the fact that we are moving into the digital era rapidly, understanding the basics and advances of imagery will play a vital role in the future. A course ideal for students to learn how light works and to create interesting imagery. Photography helps people understand spatial awareness and also, see beauty in the world, not just to observe but also to capture. Having an extra skill in photography will only help the students be better visual observers of the world.

Duration: 4 Months

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.

Duration: 11 Months

Diploma in Multimedia & Animation
Diploma in Animation and Multimedia is an 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 the real world.

Programs @ DGMC

Bachelor of Arts - Film, Television and New Media Production (BAFTNMP)

➔   **Eligibility Criteria -**

10 + 2 from Maharashtra State or any other recognised equivalent Board.

➔   **Duration of the Program - 4 Years.**

3 Years - Bachelor's Degree

4 Years - Bachelor's Degree with Honours

Exit Option: Award of UG certificate in Major with 44 credits and an additional 4 credits core NSQF/ Internship.

➔   **Program Objective**

1. Demonstrate a solid understanding of the history, evolution, and foundational principles of film, television, and new media, including their cultural, technological, and regulatory contexts.

2. Apply creative and technical skills in screenwriting, directing, cinematography, editing, sound design, and visual effects to produce high-quality media content.

3. Develop compelling stories and scripts for various formats, emphasizing narrative structure, character development, and dialogue suited for film, television, and digital platforms.

4. Create media content that reflects ethical awareness, inclusivity, and social consciousness, while respecting diverse cultural perspectives.

5. Critically evaluate media content and its socio-cultural impact, including how it shapes public opinion, identity, and global discourse.

6. Exhibit effective teamwork, communication, and leadership skills in collaborative production environments.

7. Engage in hands-on projects, internships, and industry collaborations to gain practical experience and prepare for professional careers in media.

8. Understand audience behavior and apply marketing, branding, and distribution strategies for both traditional and digital platforms.

9. Embrace continuous learning and innovation to stay current with evolving media technologies, trends, and platforms.

Bachelor of Arts Film, Television & New Media Production

		Semester I		
Serial No.	Particulars	Name of the Course		Credits
1	Discipline Specific Course (DSC)	Fundamentals of Film Theory and Appreciation - 1 (Th)		4
2	Discipline Specific Course (DSC)	Basics of Writing for Films (Th)		2
3	Open Elective Course (Mandatory)	Introduction to Indian Literature (Th)		2
4	Open Elective Course (Mandatory)	Contemporary Arts (Th)		2
5	Vocational Skill Course (VSC)	Basics of Post- Production and Graphics (Pr)		2
6	Skill Enhancement Course (SEC)	Basics of Photography (Pr)		2
7	Value Educational Course (VEC)	Environment Management and Sustainability Development (Th)		2
8	Ability Enhancement Course (AEC)	Communication Skill in English-I (Th +Tut)		2
9	Indian Knowledge System (IKS)	Indian Art and Culture (Th)		2
10	Co-Curricular Course	Yoga-I (Th) + (Pr)		2
		Total		22

→ Program Architecture / Credit

Bachelor of Arts Film, Television & New Media Production

		Semester II		
Serial No.	Particulars	Name of the Course		Credits
1	Discipline Specific Course (DSC)	Practical Filmmaking (Th)		4
2	Discipline Specific Course (DSC)	Fundamentals of Film Theory and Appreciation-II (Th)		2
3	Minor Course	Marketing Management (Th)		2
4	Open Elective Course (Mandatory)	Introduction to World Literature (Th)		2
5	Open Elective Course (Mandatory)	Visual Communication (Semiotics Studies) (Th)		2
6	Vocational Skill Course (VSC)	Basics of Sound & SFX (Th+ Pr)		2
7	Skill Enhancement Course (SEC)	Basics of Cinematography (Th+ Pr)		2
8	Value Educational Course (VEC)	Ethics & Etiquettes in Digital Technology (Th)		2
9	Ability Enhancement Course (AEC)	Communication Skills in English -II (Th+Tut)		2
10	Co-Curricular Course	Yoga-II (Th) + (Pr)		2
		Total		22

*Note: The college is not bound to give the students their desired choice of subjects. The college reserves the right to refuse the choice of subject without assigning any reason for the same. The subjects will be granted on the basis of the policies framed by the College.

• Fee Structure: Rs. 75,900/- (Fee includes a refundable security deposit that shall be returned after the completion of the 4-year program).

Bachelor of Arts - Multimedia and Mass Communication (BA MMC)

Bachelor of Arts - Film, Television and New Media Production (BAFTNMP)

➔ **Eligibility Criteria -**
10 + 2 from Maharashtra State or any other recognised equivalent Board.

➔ **Duration of the Program - 4 Years.**
3 Years - Bachelor's Degree
4 Years - Bachelor's Degree with Honours

Exit Option: Award of UG certificate in Major with 44 credits and an additional 4 credits core NSQF/ Internship.

➔ **Program Objective**

1. Understand the historical, technological, and regulatory frameworks shaping journalism, advertising, public relations, and digital media industries.

2. Apply professional verbal, non-verbal, and written communication strategies to engage diverse audiences across traditional and digital media platforms.

3. Demonstrate technical and creative proficiency in producing multimedia content, including blogs, podcasts, videos, photography, and interactive narratives.

4. Analyze the ethical, legal, cultural, and social dimensions of media practices in a global and multicultural context to ensure responsible communication.

5. Apply industry-relevant tools and techniques in journalism, advertising, event management, brand communication, and public relations for professional readiness.

6. Evaluate the role of media in shaping socio-political dialogue and cultural representation, enabling critical and global media literacy.

7. Create innovative and aesthetically sound media projects by employing principles of visual storytelling, media design, and creative direction.

8. Design and execute communication campaigns by integrating knowledge of audience segmentation, market dynamics, branding, and media planning.

9. Conduct media research using appropriate qualitative and quantitative methodologies to interpret audience behavior, media effects, and industry trends.

10. Demonstrate leadership, collaboration, and entrepreneurial skills through internships, live projects, and community engagement initiatives, fostering adaptability and lifelong learning.

Bachelor of Arts Multimedia and Mass Communication

	Semester I		
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Introduction To Literary Narratives (Th)	3
2	Discipline Specific Course (DSC)	Evolution of Communication (Th)	3
3	Open Elective Course (Mandatory)	Basics of Photography (Pr)	2
4	Open Elective Course*	Human Rights: Issues And Challenges / Principles of Management (Th)	2
5	Vocational Skill Course (VSC)	Visual Communication (Pr)	2
6	Skill Enhancement Course (SEC)	Fundamentals of Multimedia Design (Pr)	2
7	Value Educational Course (VEC)	Communication Skills in English – I (Th + Tu)	2
8	Ability Enhancement Course (AEC)	Environmental Management (Th)	2
9	Indian Knowledge System (IKS)	Indian Aesthetics (Th)	2
10	Co-Curricular Course	Yoga I (Th + Pr)	2
	Total		**22**

➔ Program Architecture / Credit

Bachelor of Arts Multimedia and Mass Communication

	Semester II		
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Understanding Mass Communication (Th)	3
2		Introduction to Corporate Communications (Th)	3
3	Minor Course (Any 1)	Foundations of Event & Talent Management (Th)	2
		Understanding Development Communication (Th)	
		Basics of Public Relations (Th)	
4	Open Elective Course (Mandatory)	Content Writing (Th)	2
5	Open Elective Course* (Any 1)	Film Appreciation (Th) / Principles of Marketing (Th)	2
6	Vocational Skill Course (VSC)	Podcast and Public Speaking (Th+Pr)	2
7	Skill Enhancement Course (SEC)	Advanced Multimedia Production (Pr)	2
8	Ability Enhancement Course (AEC)	Communication Skills in English II (Th+Tut)	2
9	Value Educational Course (VEC)	Ethics and Etiquettes in Digital Technology (Th)	2
10	Co-curricular Courses	Yoga II (Th + Pr)	2
	Total		**22**

*Note: The college is not bound to give the students their desired choice of subjects. The college reserves the right to refuse the choice of subject without assigning any reason for the same. The subjects will be granted on the basis of the policies framed by the College.

· Fee Structure: Rs. 39,500/-.

Bachelor of Management Studies (BMS) (AICTE APPROVED)

➜ **Eligibility Criteria -**

As Prescribed by the State CET Cell, Maharashtra

➜ **Duration of the Program**

3 Years - Bachelor's Degree

4 Years - Bachelor's Degree with Honours

Exit Option: Award of UG certificate in Major with 44 credits and an additional 4 credits core NSQF/ Internship.

➜ **Program Objective**

1. Develop a strong understanding of management principles, business ethics, corporate governance, and responsible decision-making for effective business leadership.

2. Apply both quantitative and qualitative methods to analyze business situations, interpret data, and propose strategic, data-driven solutions.

3. Gain comprehensive knowledge of financial management, budgeting, marketing strategies, and human resource management to evaluate business feasibility and foster a productive work environment.

4. Develop entrepreneurial thinking, innovation skills, and a global perspective to identify market opportunities, create business plans, and navigate international business operations.

5. Utilize emerging technologies, including artificial intelligence, data analytics, e-commerce, and FinTech, to enhance business performance and operations.

6. Develop effective communication, collaboration, and leadership skills, along with an understanding of the societal and environmental impact of business, promoting sustainable and ethical practices.

→ Program Architecture / Credit

Bachelor of Management Studies -

Semester I			
Serial No.	Particulars	Name of the Subject	Credits
1	Discipline Specific Course (DSC)	Principles of Management (Th)	3
2	Discipline Specific Course (DSC)	Financial Accounting (Th)	3
3	Minor Course	Introduction to Business Economics (Th)	2
4	Open Elective Course (Mandatory)	Introduction to Business Statistics I (Th)	2
5	Open Elective Course* (Any 1)	Basics of Photography (Pr) / Human Rights: Issues and Challenges (Th)	2
6	Vocational Skill Course (VSC)	Fundamentals of Business Laws (Th)	2
7	Skill Enhancement Course (SEC)	IT in Business Management (Th)	2
8	Ability Enhancement Course (AEC)	Business Language - I (Th + Tut)	2
9	Value Educational Course (VEC)	Environmental Management (Th)	2
10	Indian Knowledge System (IKS)	Indian Polity and Economics: Arthashastra (Th)	2
	Total		22

Bachelor of Management Studies -

Semester II			
Serial No.	Particulars	Name of the Subject	Credits
1	Discipline Specific Course (DSC)	Principles of Marketing (Th)	3
2	Discipline Specific Course (DSC)	Introduction to Financial Management (Th)	3
3	Minor Course	Psychology at Work (Th)	2
4	Open Elective Course (Mandatory)	Introduction to Business Statistics II (Th)	2
5	Open Elective Course* (Any 1)	Introduction to Banking (Th) / Visual Communication (Th)	2
6	Vocational Skill Course (VSC)	Business Domain Knowledge (Th)	2
7	Skill Enhancement Course (SEC)	Advanced Excel (Th)	2
8	Ability Enhancement Course (AEC)	Business Language - II (Th + Tut)	2
9	Value Educational Course (VEC)	Laws related to Intellectual Property Rights (Th)	2
10	Co-curricular Course	Yoga (Th + Pr)	2
	Total		22

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• Fee Structure: Rs. 62,400/- (Fee includes a refundable security deposit that shall be returned after the completion of the 4-year program).

AICTE Approved Scholarship Schemes
1. PM Vidyalaxmi Scheme 2. AICTE Saraswati Scholarship Scheme for Girl Students

Bachelor of Science – Data Science

➔ **Eligibility Criteria -**

The applicant must have completed 10+2 from the Maharashtra State Board or any other recognized equivalent board, with Mathematics as core subjects.

➔ **Duration of the Program**

3 Years - Bachelor's Degree

4 Years - Bachelor's Degree with Honours

Exit Option: Award of UG certificate in Major with 44 credits and an additional 4 credits core NSQF/ Internship.

➔ **Program Objective**

1. Graduates will possess a comprehensive skill set in data analysis, including the ability to collect, clean, and analyze data using statistical methods and programming languages.

2. Graduates will demonstrate expertise in machine learning techniques, enabling them to develop and deploy predictive models for various applications.

3. Graduates will be proficient in utilizing big data technologies, such as Hadoop and Spark, for processing and analyzing large datasets efficiently.

4. The program will prepare students to apply data science techniques effectively in diverse domains, addressing industry-specific challenges.

5. Graduates will exhibit ethical awareness and responsible practices in data science, considering privacy concerns and societal implications in their work.

6. The program will foster critical thinking skills, empowering graduates to approach complex problems systematically and devise innovative solutions using data-driven methodologies.

7. Graduates will have engaged in hands-on, real-world projects, demonstrating their ability to apply theoretical knowledge to practical scenarios and solving authentic data science problems.

→ Program Architecture / Credit

Bsc - Data Science Program

Semester I			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Computer Fundamentals & Python Programming (3Th+ 1Pr)	4
2		Descriptive Statistics (Th)	2
3	Open Electives Course (Mandatory)	Entrepreneurship Management (Th)	2
4	Open Electives Course (Mandatory)	Content Writing (Th + Pr)	2
5	Vocation Skill Course (VSC)	Office Tools & Web Technology (Pr)	2
6	Skill Enhancement Course (SEC)	Logic & Data Interpretation (Th)	2
7	Ability Enhancement Course (AEC)	Communication Skills– I (Th + Tut)	2
8	Value Educational Course (VEC)	Ethics and Etiquettes in Digital Technology (Th)	2
9	Indian Knowledge Systems (IKS)	IKS (Th)	2
10	Co-Curricular Course	Yoga I (Th + Pr)	2
	Total		22

Bsc - Data Science Program

Semester II			
Serial No.	Particulars	Name of the Subject	Credits
1	Discipline Specific Course (DSC)	Advanced Python Programming (Th + Pr)	4
2	Minor Course	Database Management Systems (SQL) (Th + Pr)	2
3		Digital Marketing (Th)	2
4	Open Elective Course (Mandatory)	Foreign Exchange Market & Derivatives (Th)	2
5	Open Elective Course	Geo-tagging and Agriculture (Th)	2
6	Vocational Skill Course (VSC)	Linear Algebra (Th)	2
7	Skill Enhancement Course (SEC)	Advanced Excel (Pr)	2
8	Ability Enhancement Course (AEC)	Communication Skills in English - II (Th+Tut)	2
9	Value Educational Course (VEC)	Cyber Security (Th)	2
10	Co-curricular Courses	Yoga II (Th + Pr)	2
	Total		22

*Note: The college is not bound to give the students their desired choice of subjects. The college reserves the right to refuse the choice of subject without assigning any reason for the same. The subjects will be granted on the basis of the policies framed by the College.

· Fee Structure: Rs. 78,900/- (Fee includes a refundable security deposit that shall be returned after the completion of the 4-year program).

Bachelor of Science – Animation & VFX Program

➜ **Eligibility Criteria -**
10 + 2 from Maharashtra State or any other recognised equivalent Board.

➜ **Duration of the Program**
3 Years - Bachelor's Degree
4 Years - Bachelor's Degree with Honours

Exit Option: Award of UG certificate in Major with 44 credits and an additional 4 credits core NSQF/ Internship.

➜ **Program Objective**

1. Artistic & Technical Proficiency: Graduates will demonstrate expertise in animation, VFX, and motion graphics, applying industry-standard techniques to produce high-quality visual content.

2. Game Design Skills: Ability to design, develop, and test game environments, characters, and interactive experiences using modern game engines and tools.

3. Motion Graphics & Compositing: Proficiency in creating engaging motion graphic content and seamless integration of VFX in post-production.

4. Visual Storytelling: Strong storytelling and narrative design skills for visual media across genres and platforms.

5. Software Mastery: Competence in using professional software such as 3D Max, Maya, Blender, ZBrush, Unity, Unreal Engine, Adobe Suite, and Nuke.

6. Cinematic Understanding: Knowledge of film language, camera techniques, lighting, and editing to enhance narrative and visual quality.

7. Portfolio & Capstone Readiness: Development of a professional portfolio and completion of a capstone project demonstrating conceptual, technical, and aesthetic competencies.

→ Program Architecture / Credit

Bsc - Animation & VFX Program

		Semester I	
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Fundamentals of Design (Th)	3
2	Discipline Specific Course (DSC)	Introduction to 2D Animation (Th)	3
3	Open Elective Course (Mandatory)	Basics of Photography (Pr)	2
4	Open Elective Course (Mandatory)	Entrepreneurship Management (Th)	2
5	Vocational Skill Course (VSC)	Vector Design (Illustrator) (Pr)	2
6	Skill Enhancement Course (SEC)	Basics of Sketching & Drawing (Pr)	2
7	Value Educational Course (VEC)	Ethics & Etiquettes in Digital Technology (Th)	2
8	Ability Enhancement Course (AEC)	English - I (Th+Tut)	2
9	Indian Knowledge System (IKS)	Indian Art & Cultural Studies (Th)	2
10	Co-Curricular Course	Yoga-I (Th+Pr)	2
		Total	22

Bsc - Animation & VFX Program

		Semester II	
Serial No.	Particulars	Name of the Subject	Credits
1	Discipline Specific Course (DSC)	Character Design & Storyboarding (Th+Pr)	3
2	Discipline Specific Course (DSC)	Application of 2D Animation (Pr)	3
3	Minor Course	Fundamentals of Cinematography (Th+Pr)	2
4	Open Elective Course (Mandatory)	Film Appreciation (Th)	2
5	Open Elective Course (Mandatory)	Basics for Writing for Films (Th)	2
6	Vocational Skill Course (VSC)	Graphic Design (Pr)	2
7	Skill Enhancement Course (SEC)	Life Drawing & Perspective (Pr)	2
8	Value Educational Course (VEC)	Cyber Security (Th)	2
9	Ability Enhancement Course (AEC)	English - II (Th+Tut)	2
10	Co-Curricular Course	Yoga-II (Th+Pr)	2
		Total	22

*Note: The college is not bound to give the students their desired choice of subjects. The college reserves the right to refuse the choice of subject without assigning any reason for the same. The subjects will be granted on the basis of the policies framed by the College.

· Fee Structure: Rs. 99,900/- (Fee includes a refundable security deposit that shall be returned after the completion of the 4-year program).

Master of Arts - Communication & Journalism (MA CJ)

➔ **Eligibility Criteria -**

Graduation from University of Mumbai or any other UGC recognised University.

➔ **Duration of the Program**

2 years

➔ **Program Objective**

1. Develop advanced knowledge of communication, media, and journalism theories to critically analyze media landscapes and communication practices.

2. Evaluate media content and societal narratives with an emphasis on ethics, aesthetics, inclusivity, and social responsibility.

3. Apply qualitative and quantitative research methods to explore media trends, audience behavior, and socio-political communication impacts.

4. Conceptualize and produce diverse, ethically grounded media content using storytelling techniques and digital tools.

5. Gain expertise in emerging media technologies, digital platforms, and content strategies to adapt to an evolving media ecosystem.

6. Understand the role of communication in shaping public opinion, governance, cultura identity, and social transformation.

➔ **Program Architecture / Credit**

Masters of Arts - Communication & Journalism (MA CJ)

Semester I			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Writing for Media (Th + Pr)	4 (3+1)
		Communication Studies (Th)	4
		Media and Society (Th)	4
		Photojournalism (Pr)	2
2	Discipline Specific Elective	Journalism Studies (Th)	2
		Corporate Social Responsibility (Th)	2
3	Research Methodology	Social Science Research Design (Th)	4
	Total		22

Master of Arts - Communication & Journalism (MA CJ)

Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Media Criticism (Th)	4
		Television and Convergence Studies (Th)	4
		Press Laws and Ethics (Th)	4
		News Production Management (Pr)	2
2	Discipline Specific Elective (Any 1)	Media & Conflict : Narratives, Ethics and Resolution (Th)	4
		Narrative and Long form Journalism (Th)	4
3	OJT	On The Job Training	4
	Total		**22**

*Note: The college is not bound to give the students their desired choice of subjects. The college reserves the right to refuse the choice of subject without assigning any reason for the same. The subjects will be granted on the basis of the policies framed by the College.

· Fee Structure: Rs. 74,720/- (Fee includes a refundable security deposit that shall be returned after the completion of the 2-year program).

Master of Arts - Public Relations (MA-PR)

➔ **Eligibility Criteria -**
Graduation from University of Mumbai or any other UGC recognised University

➔ **Duration of the Program - 4 Years.**
2 years

➔ **Program Objective**

1. Develop effective communication skills tailored to PR contexts and apply professional writing, verbal, and non-verbal communication techniques to craft persuasive press releases, media pitches, speeches, and corporate messaging for diverse audiences and platforms.

2. Formulate and implement integrated communication strategies that address organizational goals, manage crises, and foster brand equity and trust among stakeholders.

3. Conduct research to inform public relations strategies and audience insights by employing qualitative and quantitative research methods to assess public opinion, media coverage, campaign effectiveness, and stakeholder perceptions for data-driven decision-making.

4. Collaborate effectively in teams and lead communication initiatives by demonstrating leadership, teamwork, and project management skills to conceptualize, execute, and evaluate public relations and corporate communication plans across sectors.

6. Engage in hands-on learning and embrace innovation in public relations practice through internships, live projects, industry interactions, and community outreach to gain real-world experience, while cultivating adaptability and innovation for a rapidly changing media and communication environment.

➔ **Program Architecture / Credit**

Master of Arts - Public Relations (MA-PR)

Semester I			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Theories of Public Relations (Th)	4
2		Media Relations and Media Writing (Th)	4
3		Organisational Behaviour (Th)	4
4		Corporate Social Responsibility (Th)	2
5	Discipline Specific Elective (DSE)	Brand Management in Public Relations (Th + Pr)	4
6	Research Methodology (RM)	PR Research Design (Th)	4
Total			**22**

Master of Arts - Public Relations (MA-PR)

Serial No.	Particulars	Name of the Subject	Credits
Semester II			
1	Discipline Specific Course (DSC)	Media Criticism (Th)	4
		Behavioural Insights in Public Relation /Th	4
		Strategic Integrated Communication (Th + Pr)	4
		Media Laws and Ethics (Th)	2
2	Discipline Specific Elective* (DSE) (Any 1)	Political PR and Election Campaigning (Th)	4
		Sports PR and Image Building (Th)	4
3	OJT	OJT	4
	Total		**22**

*Note: The college is not bound to give the students their desired choice of subjects. The college reserves the right to refuse the choice of subject without assigning any reason for the same. The subjects will be granted on the basis of the policies framed by the College.

· Fee Structure: Rs. 81,940/- (Fee includes a refundable security deposit that shall be returned after the completion of the 2-year program).

➔ **Eligibility Criteria -**
Graduation from University of Mumbai or any other UGC recognised University

➔ **Duration of the Program**
2 Years

➔ **Program Objective**

1. Demonstrate a solid understanding of the history, evolution, and foundational principles of film, television, and new media, including their cultural, technological, and regulatory contexts.

2. Apply creative and technical skills in screenwriting, directing, cinematography, editing, sound design, and visual effects to produce high-quality media content.

3. Develop compelling stories and scripts for various formats, emphasizing narrative structure, character development, and dialogue suited for film, television, and digital platforms.

4. Create media content that reflects ethical awareness, inclusivity, and social consciousness, while respecting diverse cultural perspectives.

5. Critically evaluate media content and its socio-cultural impact, including how it shapes public opinion, identity, and global discourse.

➔ **Program Architecture / Credit**

Semester I			
Serial No.	**Particulars**	**Name of the Course**	**Credits**
1	Discipline Specific Course (DSC)	World Cinema & Aesthetics (Th)	4
2		Post-Production & Editing Computer Graphics (Th +Pr)	4
3		Basics of Writing for Films (Th)	2
4		Direction-I (Th)	4
5	Discipline Specific Elective (Mandatory)	Basics of Photography (Pr)	2
6	Discipline Specific Elective (Mandatory)	Basics of Sound & SFX (Th+Pr)	2
7	Research Methodology (RM)	Research Methodology and Media Landscape (Th)	4
Total			**22**

Master of Arts in Mass Communication – Film, Television and New Media

Semester II			
Serial No.	**Particulars**	**Name of the Course**	**Credits**
1	Discipline Specific Course (DSC)	Film Genre (Th)	4
2		Acting For Camera (Th)	2
3		Art Direction & Production Design (Th +Pr)	2
4		Direction-II (Th)	6
5	Discipline Specific Elective (Mandatory)	Cinematography (Th+Pr)	4
6	OJT/FP/CC	Practical Filmmaking (Th+Pr)	4
	Total		**22**

➔ Fee Structure: Rs. 85,720/– (Fee includes a refundable security deposit that shall be returned after the completion of the 2–year program).

The Knowledge Home (Library) @ DGMC

Deviprasad Goenka Management College of Media Studies (DGMC) is a state of the art learning and working environment where students, researchers and media professional, national and international, work in close association to facilitate the generation of value in the media spectrum.

Smt. Prabhadevi Banwarilal Saraf Library - DGMC, we strive to leverage all the resources that can contribute in developing the ecosystem of the media & entertainment space. DGMC, the first Media College to be affiliated to the University of Mumbai, offers programs such as BAFTNMP, BAMMC, BMS, B.Sc. Animation & VFX, B.Sc. Data Science, MACJ, MAPR, MAMC-FTNM and short term courses.

Smt. Prabhadevi Banwarilal Saraf Library@ DGMC aims to have one of the best Media and Management Science libraries in the country. Its ever growing collection includes some of the best resources on contemporary management thought, and includes various journals in different disciplines of film, communication studies, management and allied sciences. It also subscribes to a good number of bibliographic, statistical and full text databases in digital format in order to meet the changing information needs of faculty members and students. It continuously tries to add all documents as needed by the curriculum and aims to become a single hub to meet the needs of academic information.

Every day around 50 to 75 students visit the library to fulfil their academic requirements. The Library staff tries their best to help users by providing them required information and reading material.

Objective of DGMC Library:

DGMC believes that effective governance is the key to provide the quality education. In order to meet this aim, DGMC KRH tries to provide every student a high quality learning experience by adopting the following parameters as the objectives-

- To support Teaching, Learning and Research activities actively and innovatively.
- To acquire, process, organize and provide access to high quality information sources both in print and digital form for present and the future.
- To contribute towards Institute's mission to achieve excellence and professionalism.
- To deliver the services as per the changing needs of our users.

Facilities

Reading Room	ICT Services	Circulation Services	Reference Services	Clipping Services
Bibliographic Services	Current Awareness Services	User Orientation Services	Literature Search/ Inter Library Loan	Archival Services

Borrowing Privileges and Late Fee Charges

	Borrowing Privileges		Late Fee Charge			
Category	No. of Books	Issue Period / Days	First 7 Days (After Due Date)	From 8th to 21st Day	From 22nd to 60th Day	Beyond 60 days
Bachelor Program	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day
Master Program	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day
Post Graduate/Diploma	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day
Certificate Program	1	7 Days	Rs.10 per day	Rs.15 per day	Rs.20 per day	Rs.20 per day

Book Lost / Damaged Book Guideline

In case a Reader loses a book he/ she should replace the book. In case the book cannot be replaced, the current price of the book will be paid by the borrower.

Library Reading Rules

- Members should have their **Identity Card** whenever they visit the library.
- Members should keep their bags in the property counter only. They are advised **NOT** to keep any valuable in the bag.
- Members should issue the books on his/her Identity Cards.
- Members are requested to return all the books in time.
- Reference Books should be used within library premises; they cannot be taken out of the library without permission. If found **Rs. 50/-** fine will be charged per day.
- Maintain Silence in the library
- Students should keep their **Mobile phones on silent mode** in the library. Else a fine of **Rs. 100/-** will be charged.
- Members should not bring any eatables and drinks inside the library.
- Members should use the library computers / Network only for academic purposes.
- The reading room is designated solely for silent reading. Discussions or group conversations are not permitted inside the library to maintain a quiet environment for all users.

Academic Calendar: AY 2025 - 2026

Month	No of working Days	Date	Days	Program/Event/ Examination	Sundays/Public Holidays	Total No of Teaching Days
Jun-2025	22	10th-Jun 2025	Tuesday	TY BAMMC & BAFTNMP Orientation	5 Sundays (1st/ 8th / 15th / 22nd & 29th)	18
		11th & 12th June 2025		TY – Master classes followed by Regular Lectures		
		16th-Jun 2025	Monday	SY BAFTNMP/ BAMMC Orientation. Followed by regular lectures		
		18th-Jun 2025	Wednesday	FY-Orientation (All Programs). Followed by Regular lectures		
		9th Jun to 23rd Jun 2025		University Exams -MA-J&MC and MA-FTNM SEM I & III ATKT examination		
		24th June to 4th July 2025		University Exams -MA-J&MC and MA-FTNM SEM I & III ATKT examination		
		7th Jun 2025	Wednesday	Bakri Id	Public Holiday	
Jul-2025	31	10th to 15th July 2025	Thursday	TY – Assignments to be given	4 Sundays (6th / 13th / 20th & 27th)	27
Aug-2025	31				5 Sundays (3rd / 10th / 17th / 24th & 31st)	19
		8th Aug 2025	Friday	Narali Poornima	Public Holiday	
		15th Aug 2025	Friday	Independence Day / Parsi New Year	Public Holiday	
		27th Aug to 31st Aug 2025		Mid-term Break for Ganesh Chaturthi		
Sep-2025	30	3rd Sept 2025		TY Assignment Submission	4 Sundays (7th / 14th / 21st / 28th)	24
		9th Sept 2025	Tuesday	FY / SY -Internal Assignment Submission		
		25th Sept 2025	Thursday	Submission of marks for Internal Assignments @ Viva Voce		
		22nd Sept 2025	Monday	TY/SY/FY – Last date for lectures		
		24th - 26th Sept 2025		Personal Hearing for Defaulting Students of TY/SY/FY		
		5th Sept 2025	Friday	Id-e-milad	Public Holiday	

Academic Calendar: AY 2025 - 2026

Oct 2025	31	3rd to 7th Oct 2025		Practical Examinations	4 Sundays (5th, 12th, 19th & 26th)	13
		10th to 16th Oct 2025		Regular & ATKT Examination for SEM - I / III		
		9th October 2025		Regular & ATKT Examination for SEM – V - BAFTNMP		
		14th Oct 2025	Tuesday	Regular & ATKT Examination for SEM – V - BAMMC	Public Holiday	
		17th Oct 2025	Friday	Last Regular Lecture for BMS		
		2nd Oct 2025	Thursday	Gandhi Jayanti / Dassera	Public Holiday	
		18th Oct 2025 to 5th Nov 2025		Diwali Vacation	Vacation	

Nov 2025	30	Until 5th Nov	Wednesday	Diwali Vacation	5 Sundays (2nd / 9th / 16th / 23rd & 30th)	20
		5th Nov 2025	Wednesday	Guru Nanak Jayanti	Public Holiday	
		6th Nov 2025	Thursday	Start of SEM II, IV & VI		
		10th Nov to 15th Nov 2025		Regular Examination for SY – SEM III – BMS & MA CJ / PR / FTNM – SEM I		
		17th Nov 2025		Start of BMS SEM IV / MA CJ/ PR/ FTNM SEM II		

Dec 2025	31	1st to 10th December		**Internal Assignments** will be given to SEM – II / IV & VI	4 Sundays (7th / 14th / 21st / 28th)	19
		Dates to be confirmed by University	Saturday	Mahaparinirvan Diwas	Public Holiday	
		13th Dec 2025	Saturday	TRIGON		
		23rd & 24th Dec 2025	Tuesday & Wednesday	Sports Day		
		22nd to 24st Dec 2025		December Fever		
		25th to 31st Dec 2024		Winter Break	Christmas Vacation	

Jan 2026	31	17th Jan 2026	Saturday	Annual Day Celebration	4 Sundays (4th / 11th / 18th /25th)	25
		29th – 31st Jan(Tentatively)		International Conference		
		1st Jan 2026	Thursday	New Year	Holiday	
		26th Jan 2026	Monday	Republic Day	Public Holiday	

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Academic Calendar: AY 2025 - 2026

| Month	Days	Date	Day	Event	Holiday	Count
Feb 2026	28	20th & 21st Feb 2026	Friday & Saturday	DGMC Festival	4 Sundays (1st / 8th / 15th / 22nd)	23
		19th Feb 2026	Thursday	Chhatrapati Shivaji Maharaj Jayanti	Public Holiday	
Mar 2026	31	14th Mar 2026		Last day for teaching for UG Programs	5 Sunday (1st / 8th / 15th / 22nd / 29th)	22
		16th March to 21st March	Friday	AT/KT examinations for Semester 1, 2 and 3		
		16th – 18th March 2026		Personal Hearing for Attendance Defaulters		
		4th Mar 2026	Wednesday	Holi		
		20th Mar 2026	Friday	Eid Ul Fitr	Public Holiday	
		27th Mar 2026	Friday	Ram Navami		
		31st Mar 2026	Tuesday	Mahavir Jayanti		
April 2026	30	6th April to 13th April 2026		Regular examinations for Semester 2 and 4 / MA Sem II	4 Sunday (5th / 12 / 19th / 26th)	25
		Dates to be confirmed by University		Final Exams for SEM VI (BAMMC & BAFTNMP / MA SEM VI)		
		3rd April 2026	Friday	Good Friday	Public Holiday	
May 2026	31				4 Sunday (4th, 11th, 18th , 25th)	0
		1st May 2026		Maharashtra Day	Public Holiday	
		12th May 2026		Budhha Purnima	Public Holiday	
				Summer Break	Summer Vacation	

*All dates mentioned in the academic calendar are tentative and subject to change based on institutional requirements and directives from the university or regulatory authorities.
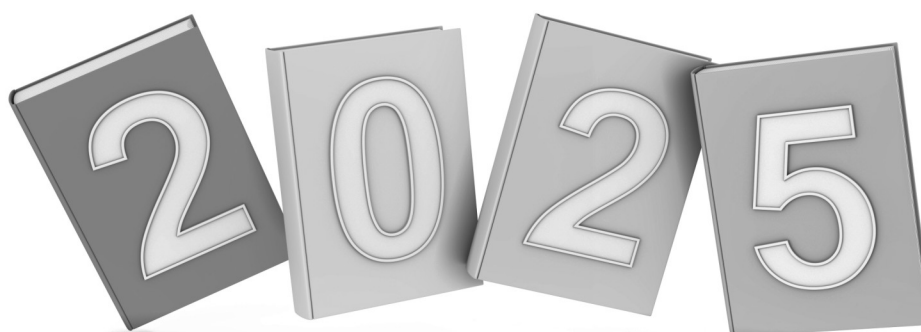
Examination Guideline

The structure of evaluation may vary from course to course. The course instructor will decide and communicate, at the beginning of the course, an appropriate scheme of evaluation as per the requirement of the course and the methods of instruction. Normally, evaluation of academic performance in each course is based on varying combinations of the following components:

1. Continuous Internal Assessment (CIA)- Assignments, Quizzes, Class Tests, Class Participation, Project Work.
2. Semester End Examinations (SEE) - Term-End Examination and Practical examinations (any other as suitably decided by the instructor and priory announced to the class.

SCHEME OF EXAMINATIONS, PASSING STANDARDS & PROGRESSION RULES

1. **Undergraduate Programs under NEP 2020 (Applicable to First and Second Year Batches)**

The performance of learners will be evaluated through two components:
1. **Continuous Assessment** – 40% of the total marks per course.
2. **Semester End Examination** – 60% of the total marks per course.

1.1 Allocation of Marks

Credits Assigned	Maximum Marks	Semester End Examination (60%)	Continuous Assessment (40%)
03/04 Credit Course	100 Marks	60 Marks (2 Hours Exam)	40 Marks
01/02 Credit Course	50 Marks	30 Marks (1 Hour Exam)	20 Marks

1.2 Breakdown of Continuous Assessment

● **03/04 Credit Course**

  • Three tests of 10 marks each; best two out of three considered (30 marks).
  OR
  • Test + Assignments/Projects/Presentations, etc. (30 marks).
  • CIE for participation and attendance (10 marks)

● **01/02 Credit Course**

  • Two tests of 10 marks each; average of two considered (15 marks).
  OR
  • Test + Assignments/Projects/Presentations, etc. (15 marks).
  • CIE for class participation and attendance (5 marks)

1.3 Practical Course Examination Scheme

Component	Weightage
End Semester Examination (Lab work/Viva-Voce/Project Evaluation)	60%
Continuous Assessment (Mini Project/Case Study/Class Presentation)	40%

The evaluation of student performance in TY BAMMC and TY BAFTNMP programmes is based on two components:

contributes a percentage of the total marks as detailed below. It may include class tests, assignments, projects, practical applications, quizzes, fieldwork, etc. Any two components must be conducted at different intervals.

1. **Internal Assessment- Conducted during the semester, internal assessment**
contributes a percentage of the total marks as detailed below. It may include class tests, assignments, projects, practical applications, quizzes, fieldwork, etc. Any two components must be conducted at different intervals.

1. **Semester End Examination**
a written examination conducted at the end of the semester. The pattern of the theory paper is determined by the respective Board of Studies (BOS).

2.1 Tabulated Summary of Evaluation Criteria

Programme	Internal Assessment	Components (Any Two)	Semester End Examination	Duration	Question Paper Pattern
TY BAMMC	25% of total marks	Class Test / Assignment / Project / Practical / Quiz, etc.	75% of total marks	2.5 Hours	As prescribed by BOS
TY BAFTNMP	40% of total marks	Class Test / Assignment / Project / Practical / Quiz /Field Work, etc.	60% of total marks	2 Hours	As prescribed by BOS

Guidelines for Internal Assessment Submission:

1. Topics for assignments, projects, or presentations will be provided to students at least 1.5 months before the scheduled viva or presentation.

2. In case of late submission of assignments/projects penalties will be applied as follows:
- Submission within the next three working days after the deadline: 10% deduction from obtained marks.
- Submission within the next fourth to sixth working day after the deadline: 25% deduction from obtained marks.

No collection of internal projects will happen beyond this deadline.

3. Postgraduate Programs – Examination Scheme

3.1 Evaluation Components

The evaluation of learners is conducted in two components:

Component	Weightage	Description
Internal Continuous Assessment (CA)	50%	Conducted throughout the semester through various assessment methods.
Semester End Examination (SEE)	50%	Conducted at the end of the semester as a formal written exam.

3.2 Marks Allocation Based on Credits

Credits Assigned	Total Marks per Course	SEE (60%)	CA (40%)	Exam Duration
3 / 4 Credit Course	100 Marks	50 Marks	50 Marks	2 Hours
2 Credit Course	50 Marks	25 Marks	25 Marks	1 Hour

4. University Examination Process - TY

a. Students shall be notified to fill up their examination forms (Regular & ATKT) online within the duration given by the University of Mumbai. Regular exam fees are collected as part of the college fees, whereas students are required to pay the ATKT exam fees separately.

b. Once the students have filled the online form, the printout of the same should be submitted to the college office along with the exam fee receipt (necessary documents should be attached).

c. Students should collect the acknowledgment copy of the payment receipt.

d. Online Hall Tickets will be generated one week before the examination.

e. Hall Ticket shall be distributed before the commencement of Examination.

5. College Examination Process

a. Students shall be notified to fill up their examination forms (Regular & ATKT) within a certain duration. Regular exam fees are collected as part of the college fees, whereas students are required to pay the ATKT examination fees separately.

b. The Examination Department shall put up a notice inviting ATKT students to have the examination form collected and returned in due time. Students shall make the payment of required examination fees in the Administration office and receipt shall be produced to the Examination Department.

c. The Hall Ticket will be made available before commencement of the examination.

d. Students are required to collect the hall ticket, paste their recent passport sized photograph and get it stamped from the Examination Department.

6. Instructions to be followed in the Examination Hall

a. Attendance is Compulsory.
b. All the students are required to compulsorily wear Id-cards and carry their Hall- tickets without which students will not be allowed for the examination.
c. Mobile Phones, Smart Watches, and any other Electronic Gadgets are NOT allowed in the Examination Hall.
d. All the students are required to reach 15 minutes prior to the commencement of the exams on each day.
e. No student will be allowed to enter the examination hall after 10 minutes of commencement of the examination.
f. No student can leave the examination before the first 30 minutes of the beginning of the examination.
g. No student can leave the examination in the last 30 minutes of the examination.
h. Any student found with study material or any other in-appropriate material on or with him, in the examination hall, during the examination, it will be leading to strict actions as per the rules and regulations according to the University of Mumbai guidelines of Unfair Means.
I. Students are required to carry their own belongings. All belongings other than those required for the examination shall be kept outside the examination hall.
j. Students shall be responsible for their own belongings. Cell phones must be on silent mode, in the bag/s, during the examination.
k. No students will be allowed to borrow or lend any material during the examination.
l. Staplers will not be provided.
m. Students will not be allowed to bring in calculators in the examination hall.
n. All the students are required to bring their writing material in transparent boxes into the Examination Hall.

7. Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Internal Assessment and Semester End Examination. The learner should also obtain minimum of 40% marks (i.e. 16 out of 40, if the maximum marks allocated to Internal Assessment is 40) out of the total marks allotted to the Internal Assessment and minimum 40% marks out of the total marks allotted to the Semester End Examination (i.e.24 out of 60, if the maximum marks allocated to the Semester End Examination is 60) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course, in case that course consists of only the Internal Assessment Component or Semester End Exam component.

7.1 Passing Standards & Progression

To pass a course, a learner must obtain:

● Minimum 40% in aggregate across both Continuous Assessment and Semester End Examination.

● Minimum 40% separately in Continuous Assessment and Semester End Examination.

● For courses with only one component like Dissertation/ Practical Film Making / Ad Design/ Newspaper Design etc. (either Continuous Assessment or Semester End Exam), minimum 40% of the total marks is required to pass.

A student shall be declared as passed on scoring the minimum required number of marks separately internally and externally. Please refer to the table below:

7.2 Undergraduate Program under NEP 2020

Program Name	Min Internal marks reqd / Out of 20	Min External Marks reqd / Out of 30	Total Marks
1 / 2 Credit Course	8/20	12/30	50
3 /4 Credit Course	16/40	24/60	100

7.3 Postgraduate Program under NEP 2020

Program Name	Min Internal marks reqd / Out of 50	Min External Marks reqd / Out of 50	Total Marks
Master of Arts	20/50	20/50	100

7.4 Third Year Undergraduate Program

Program Name	Min Internal marks reqd / Out of 50	Min External Marks reqd / Out of 50	Total Marks
Bachelor of Arts in Film, TV & New Media Production (BAFTNMP)	16/40	24/60	100

7.5 Grading System-NEP 2020

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 – 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

7.6 Grading System: CBCS BA Program- Grade Point

Letter Grades and their Equivalent Grade Point			
Percentage of Marks Obtained	Grade Point	Grade	Performance
80.00 and above	10	O	Outstanding
70 - 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.55	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail

SGPI – Semester Grade Performance Index=∑ (Credit Earned X Grade Points) / ∑ (Credit Earned)

TH-Theory, PR- Practical, IA-Internal

Symbols	Description
F	Head of Failure
-----	Not Applicable
Ab	Absent
/	Female
@	0.5043
#	0.229
$	Carried For Ward Grade of the Head

7.6 Grading System : MA Program- Grade Point

Letter Grades and their Equivalent Grade Point			
Percentage of Marks Obtained	**Grade Point**	**Grade**	**Performance**
80.00 and above	10	O	Outstanding
70 - 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.55	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail

SGPI – Semester Grade Performance Index=$\sum$ (Credit Earned X Grade Points) / $\sum$ (Credit Earned)

Symbols	Description
F	Head of Failure
-----	Not Applicable
Ab	Absent
/	Female
@	0.5043
*	O.5045
#	0.229
$	Carried For Ward Grade of the Head
+	Marks Carried
E	Exemption in the Head
~	Dyslexia Benefit

8.1 Rules for Progression:

a. The learners with maximum of 2 fails per heads of examination per semester and 4 fails per heads of examination are eligible for progression.

b. Those learners who fail in Courses more than the number mentioned above, will be declared fail for that year

8.2 ATKT (Allowed to Keep Term) Rules (Proposed)

Promotion Guidelines

a. A learner shall be allowed to keep term for Semester II irrespective of the number of heads of failure in the Semester I.

b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & Semester II.

OR

c. A learner who fails in not more than four courses of Semester I & Semester II taken together with not more than two courses each in Semester I & II.

d. A learner shall be allowed to keep term for Semester IV irrespective of the number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.

e. A learner shall be allowed to keep term for Semester V- If he/she passes Semester I, Semester II, Semester III & Semester IV.

OR

f. A learner shall pass Semester I and Semester II and fails in not more than four courses of Semester III and Semester IV taken together with not more than two courses in each Sem. III & Sem. IV.

g. A learner shall be allowed to keep term for Semester VI irrespective of the number of heads of failure in the Semester V. However, the learner shall pass each course in Semester III and Semester IV in order to appear for Semester VI.

h. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

8.3 ATKT charges

ATKT Examination Fees		ATKT Late Fee	
Percentage of Marks Obtained	Grade Point	Grade	Performance
1 Subject	500	1 Subject	1000
2 Subjects	1000	2 Subjects	2000
3 & more Subjects	2000	3 & more Subjects	3000

9. Examination Grievance Redressal Mechanism (Revaluation and Photocopy of Evaluated Answer Books)

Overview

The Examination Grievance Redressal Mechanism provides students with a structured process for addressing concerns regarding the evaluation of answer books. This mechanism applies only to Semester End Examinations conducted by the College. It does not cover:

- Continuous Internal Assessments (MCQs in online exams, assignments, fieldwork, etc.)
- Practical/Tutorial
- Oral examinations / Viva Voce
- Projects, dissertations, or presentations

Students can apply for redressal only through an application.

9.1 Available Options for Grievance Redressal

A student may apply for:

1. **Photocopy of the Answer Book** - To review the evaluation process.
2. **Re-Evaluation of the Answer Book** - If the student is dissatisfied with their marks.

The process and associated timelines are outlined in the table below:

Activity	Time Limit	Processing Fee
Application for Photocopy and/or Revaluation	Within 6 days from result declaration (including holidays)	Rs. 500/- per answer book (Photocopy) Rs. 1000/- per answer book (Revaluation)

Note:
- Applications must be completed, including payment, within the prescribed time limit.
- Late applications will not be accepted.

9.2 Collection of Photocopies
- Students must appear **in person** with their **Identity Card** and **Hall Ticket** to collect their photocopy from the college office.
- Alternatively, scanned copies of answer books may be sent to the student's registered email ID.
- The College will not send photocopies via post or courier.
- The photocopies are provided only for the purpose of grievance redressal and have no legal evidentiary value.

Non-compliance with the above procedure shall be treated as an unfair practice, subject to disciplinary action by the College.

9.3 Re-Evaluation Process

Applications for re-evaluation will be forwarded to an external examiner for review. The outcome will be determined as follows:

Change in Marks

Scenario	Outcome
Marks increase or decrease by 10% or more of the maximum marks assigned to that paperMarks increase or decrease by less than 10%	Original marks will be treated as null and void. The new marks obtained in re-evaluation will be accepted. No change; original marks will stand.
Marks increase or decrease by more than 20%	A second re-evaluation will be conducted by a third examiner. The final marks will be the average of the second and third examiner's evaluation.
Student initially passed but fails after re-evaluation	No change; original marks will stand.

- **Final marks after re-evaluation will be updated in the student's record** and a revised Grade Card will be issued **only upon surrendering the original Grade Card.**
- Photocopies of re-evaluated answer books **will not** be provided.

9.4 Timeline for Redressal

The entire **Grievance Redressal** process will be completed within **20 working days** from the last date of application submission.

Final Decision

- The **Chief Controller of Examinations**, in consultation with the **Convenor of Examination and Evaluation Committee** will appoint examiners for re-evaluation.
- The marks assigned after re-evaluation are **final and binding.**
- The final revised result will be communicated to the student.

No further appeal will be entertained beyond this process.

UNFAIR MEANS POLICY (As per University of Mumbai Ordinance 5050)

DGMC Autonomous College strictly follows the **University of Mumbai's Ordinance 5050** to ensure fairness and academic integrity during all examinations. Any student found using unfair means will be dealt with as per the rules outlined below.

1. What is Considered Unfair Means?

Using unauthorized help such as written chits, copying, mobile phones, smartwatches, talking during exams, or any dishonest method during an examination is considered unfair means.

2. What Happens If You're Caught?

If you're found engaging in unfair means during an examination:
- The invigilator will immediately confiscate any unauthorized material (chits, devices, notes, etc.).
- You will be asked to submit a written statement either accepting or denying the allegation.
- The incident will be officially reported to the Unfair Means Inquiry Committee (UMIC) for further action.

3. Unfair Means Inquiry Committee (UMIC)

To ensure fair investigation, a Unfair Means Inquiry Committee (UMIC) is formed each term. It includes:
- A senior faculty member or the Principal (Chairperson)
- Two faculty members from different departments
- A representative from the Examination Office
- An external academic/legal expert (for serious cases)

4. What is the Inquiry Process?

Here's how your case will be handled:

Step	Action
1	Report by invigilator submitted to Examination Office
2	Case forwarded to UMIC
3	You will receive a formal notice to attend an inquiry meeting
4	You will get a chance to explain your side of the case
5	Committee reviews the case using the rules under Ordinance 5050
6	Committee submits its recommendation to the Principal
7	Principal gives the final decision, and you are informed of the outcome

5. Possible Outcomes & Penalties

If found guilty, penalties may include:
- **Disqualification in the subject** – You will get a fail in that subject.
- **Disqualification in all exams of that semester**
- **Debarment from future examinations** for a fixed time
- **Cancellation of the academic term** in case of repeated offenses

6. Can You Appeal?

Yes. If you disagree with the committee's decision:
- You may **submit a written appeal** to the Examination Board within the given time.
- The Board will **review your appeal** and its decision will be **final**.

7. Preventive Measures in Place

To ensure a fair exam environment, DGMC implements the following:
- **Strict invigilation and monitoring** in exam halls
- **CCTV surveillance**
- **Anti-plagiarism tools** for assignments and projects
- **Awareness sessions** on academic integrity
- **Notices in classrooms** highlighting the consequences of malpractice
- **Counselling support** to promote ethical academic behavior

Important Note for Students

You are responsible for upholding the integrity of your academic journey. Cheating not only affects your record but also the credibility of your degree. Always choose honesty over shortcuts.

Attendance Guideline (UG & PG Programs)

1. Attendance Committee
- Composed of a Convener, three Co-Conveners (HoDs/faculty), and one non-teaching staff member.
- Attendance records displayed before the 5th of each month on notice boards, email, and in class.
- Discrepancies must be reported within 3 days with a written application.
- Planned leaves require formal application via college office.
- Emergency leaves must be informed within 6 days and supported with documents.

2. Attendance Requirements for UG & PG
UG Students:
- Minimum 60% attendance per subject.
- 75% overall attendance across all subjects.

PG Students:
- Minimum **50% attendance per subject.**
- **75% overall attendance** across all subjects.

3. Attendance Credit for Academic Activities
- **Field visits, excursions, study tours, co-curricular & extracurricular activities** (with prior approval) are credited to attendance.
- Minimum **25% subject-wise attendance required** to avail attendance credits.
- Documents must be submitted **within 6 working days** post-event.

4. Medical Cases & Exemptions
- Medical leave granted only with **valid medical documents submitted within 6 working days** of resuming.
- Exemptions allowed only **in exceptional cases** with **Principal's approval.**
- **No condonation if attendance is below 60% per course.**

5. Attendance Condonation & Defaulters

- **The principal may condone 5% - 15%** on valid grounds (medical emergencies, parental illness, death, financial issues).

- **Personal Hearing for students below 75%** to assess valid reasons for absence.

- Defaulters **must attend warning meetings with parents/guardians** and sign an undertaking.

6. Consequences of Low Attendance

* Below 75% but above 60% (UG) or 50% (PG)
- May appear for exams only with Principal's approval.

* Below 60% (UG) or 50% (PG)
- Must go through Personal Hearing.

- If rejected, re-admission in the next academic year is required.
* Debarred from exams due to attendance shortage

- Must repeat the semester in the next academic year.

7. Final Attendance Summary

Average Attendance %	Eligibility
75% and above	Eligible for Semester-End Exams
Between 75% - 60% (UG) / 75% - 50% (PG)	Eligible with Principal's Approval (Condonation up to 5%)
Below 60% (UG) / Below 50% (PG)	Personal Hearing Required → Possible Re-admission

8. Key Takeaways

- **100% attendance is desirable, 75% is mandatory.**
- Attendance **shortages due to approved activities are credited.**
- **Medical exemptions require proper documentation.**
- **Failure to meet attendance norms may lead to re-admission.**
- **Strict monitoring & warning letters issued twice per semester.**
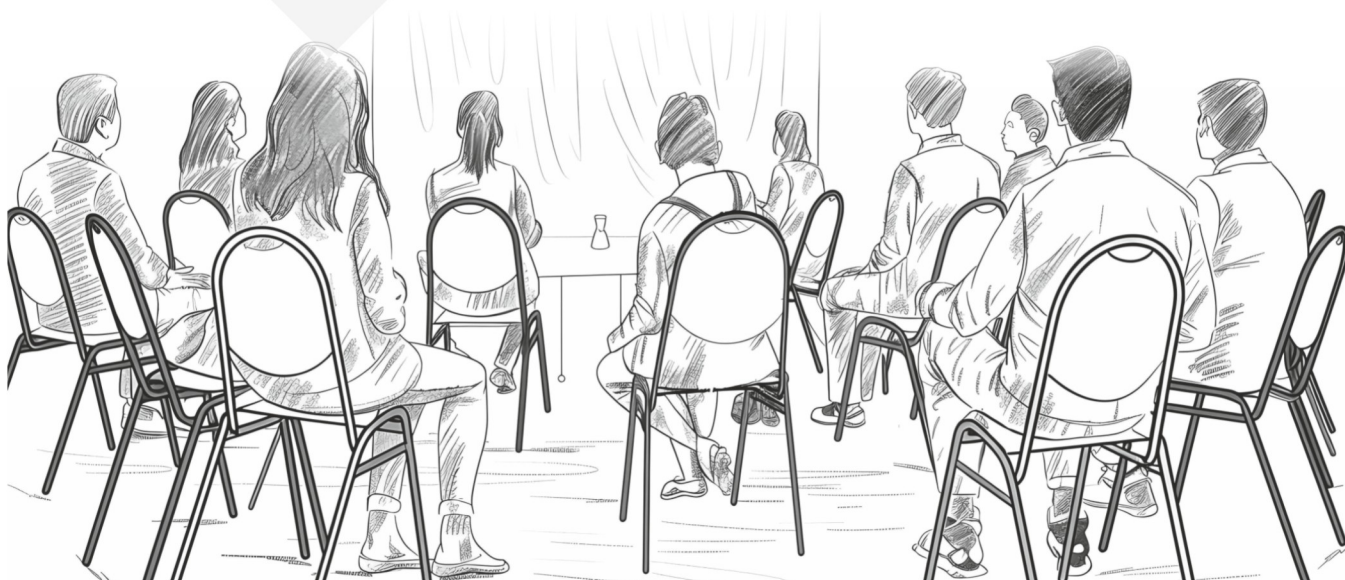
Code of Conduct @ DGMC

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

Code of Conduct for Offline Lectures

a) Students shall maintain hygiene and cleanliness on the premises.

b) Students shall always carry their identity card - which must have his/her photograph duly attested, and show it when asked to, by the security staff or other designated authorities of DGMC.

c) As per MU Circular No. Aff./ICC/ (2023-24)/5/of 2023 regarding the Prohibition of Electronic Cigarettes Act 2019, any student found using or selling electronic cigarettes (vape) shall be dealt with strictly.

d) Students shall NOT carry refreshments including tea/coffee, etc. to the classroom, library, iMac lab, Sound Lab, Colour Grading room, Shooting Studio.

e) Students shall NOT display notices/posters on the glass panes, walls of the classrooms/institute, and other places on DGMC, without prior and official permission of the institution head.

f) Students shall NOT damage the walls/premises/any other institutional infrastructure, during the daily academic course or before/during/after any event. Anyone found guilty of the same will be duly punished.

g) Students shall NOT play computer games during lectures.

h) Students shall NOT use mobile phone/s during academic lectures/on the premises/in the Library/Mac Lab, unless allowed/instructed by the faculty. Disciplinary action will be taken against students found using mobile phones during classroom lectures which is not allowed/instructed by the faculty.

I) Students shall NOT indulge/instigate any unruly behaviour inside the campus/before, during, after any event, which may bring disrepute to the Institute.

j) Students shall NOT indulge in any unethical practices viz - use of drugs, alcoholic drinks, use of electronic cigarettes, mental/ physical harassment, bullying, eve-teasing, rude/unruly behaviour during a lecture or while on campus with the teaching/non-teaching staff or other students.

k) Students shall NOT indulge in any act of physical intimacy within the campus premises.

l) Students shall NOT loiter in the College premises while the classes are going on.

m) Students shall NOT carry firearms or weapons of any kind within the campus.

n) Students shall NOT spoil the ambience of the classroom during lecture hours/peaceful ambience of the campus by shouting, playing loud music or by creating noise of any other kind.

o) Students shall NOT form any society/association of any kind in the College and no person invited to address a meeting without the principal's prior permission.

p) Students shall NOT collect any money or contribution for picnic, trip, and educational visit to a place, get together, study notes, charity or any other activity without prior sanction from the principal.

q) Students shall NOT be allowed to take active part in current politics.

r) Students shall NOT communicate any information or write about matters dealing with the College administration to the traditional/social media.

s) Students shall NOT leave their books, valuables and other belongings in the classroom.

t) Students shall NOT be involved in any insubordination and abusive language or misconduct. Any act/event found on the student's part regarding this will be sufficient reasons for his/her suspension or dismissal.

u) The College is not responsible for the loss of any student's property. However, students may make a claim for lost property at the administration office if it is deposited in the lost and found box.

v) Students applying for certificates, testimonials, etc. and those requiring the principal's signature on any kind of document or application should first submit a written application for such a requisition to the college office. Students should not bring any paper directly to the program in-charge/faculty/Principal. Students are requested to visit the website for all the relevant forms / requisition and submit the same with relevant documentation.

w) If, for any reason, the continuance of a student in the college, is, in the opinion of the principal, detrimental to the best interest of the college, the Principal may initiate appropriate action, which may lead to suspension or rustication of such a student.

x) Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance, satisfactory progress and good results at the examinations.

y) It is the responsibility of the student to read the notices displayed on notice boards and the college website regularly for important announcements made by the College from time to time. They will not be excused or be given any concession on grounds of ignorance.

z) Matters not covered by the existing rules will be at the absolute discretion of the Principal.

Anti-Ragging Norms

➢ Students indulging in ragging other students will be punished as per 'The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15th May 1999'.

➢ In pursuance to the judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No.887/2009, the University Grants Commission has framed "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" which have been notified on 4th July,2009 in the Gazette of India".

➢ Ragging is cognizable offence under the law on par with rape and other atrocities against women and ill-treatment towards persons belonging to SC/ST.

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

i. I) The Anti-Ragging Committee of the institution shall take an appropriate decision, regarding punishment or otherwise, depending on the facts of each incident of ragging, and nature and gravity of the incident of ragging, established in the recommendation of the Anti-Ragging Squad.

ii. II) The Anti-Ragging Committee may, depending upon the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, viz –

a. Suspension from attending classes and academic privileges.
b. Withholding/withdrawing scholarship/fellowship and other benefits
c. Debarring from appearing in any test/examination or other evaluation process.
d. Withholding results.
e. Debarring from representing the institution in any regional/ national or international meet, tournament, youth festival, etc.
f. Suspension/expulsion from the hostel.
g. Cancellation of admission.
h. Rustication from the institution for a period of ranging from semesters one to four.
I. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
j. Provided that where the person committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

Prevention and Prohibitions of Ragging
In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006, dated 16-05-2007, and in Civil Appeal No. 887 of 2009, dated 08-05-2009, to prohibit, prevent, and eliminate the scourge of ragging — including any conduct by any student or students, whether by words spoken or written, or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student; or indulging in rowdy or undisciplined activities by any student or students, which cause or are likely to cause annoyance, hardship, or psychological harm, or to raise fear or apprehension in any fresher or any other student; or asking any student to do any act which such student would not, in the ordinary course, do, and which has the effect of causing or generating a sense of shame, torment, or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student — with or without an intent to derive sadistic pleasure, or to show off power, authority, or superiority by a student over any fresher or other student — in all higher education institutions in the country, and thereby to provide for the healthy development — both physical and psychological — of all students:

RAGGING in any form — Act, Word, or Deed — is STRICTLY PROHIBITED.
Student(s) found indulging in ragging will be subjected to exemplary and justifiably harsh punishment, intended to serve as a deterrent against the recurrence of such incidents.

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

a. Cancellation of admission
b. Suspension from attending classes
c. Withholding/withdrawing scholarship/ fellowship and other benefits
d. Debarring from appearing in any test/examination or other evaluation process
e. Withholding results
f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
g. Suspension/expulsion from the hostel
h. Rustication from the institution for a period ranging from 1 to 4 semesters
i. Expulsion from the institution and consequent debarring from admission to any other institution.
j. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure
k. Community pressure on the potential raggers.

Composition of the Anti-Ragging Committee AY 2025-26

Internal Anti-ragging Committee

Chairperson	Yashwant Baing
	Yashwant Baing
	Yashwant Baing

Name	Designation
Dr. Amee Vora	Principal, Head of the Institute, DGMC
Mr. Shailesh S.Khasbe	Media Personnel Sr. Account Executive – Media Relations Ad Factors PR Pvt Ltd. Mumbai
Mr. Thomas Adaikalam	NGO HOD Volunteer, Kotak Education Foundation Mumbai
Mr. George Fernando	Police Department Sr. Police Personnel, Mumbai
Mr. Prasoon Prabhakar	Sr. Teaching Staff, DGMC
Mr. Yashwant Baing	Registrar, Sr. Staff Member, DGMC
Mr. Sanman Hutgikar	Sr. Student - DGMC
Mr. Rajendra K Mahapatra	Parent (ADD - Suntex City, Ram Mandir Rd., Goregaon, Mumbai, Mobile: 8850989606)

Anti-Ragging Committee

RSET's

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

Recognised under 2(f) of UGC ACT 1956 (Autonomous)
Affiliated to University of Mumbai
NAAC Accredited "B+" Grade

NOTICE

Anti-Ragging Compliance

To prevent any physical or mental torture or any disorderly conduct towards any student causing apprehension, dread, humiliation, or agitation in him or her. To maintain a ragging free campus and to create awareness about ragging & ensure a student-friendly environment at all times, The **University Grants Commission (UGC)** has requested all students to fill an anti-ragging undertaking.
All students are requested to fill the below mentioned online form:
https://www.antiragging.in/affidavit_affiliated_form.php

Every student is hereby requested to comply and inform the same to your respective CRs

Dr. Amee Vora
Principal

Student Development @ DGMC

Training & Placement Cell

Training and Placement Cell (TAP)
DGMC's Training & Placement Cell (TAP) is primarily responsible for providing students across all courses with necessary training to ensure they are equipped with the right skill sets to be placed upon their exit from the college.

Objective:
a)   Providing Training & Placement process awareness to first year students.
b)   Building a bridge between industry and academia.
c)   Organizing Pre-Placement Trainings.
d)   Planning and organizing various Placement drives on campus.

The process encompasses three stages:
Stage 1 - Basic (FY BAMMC/BAFTNMP/BMS / BFA / BSc. programs 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 others are delivered. This is followed by an evaluation. The students who satisfy the evaluation criteria are given a live project to work on.

Stage 2 - Intermediate (SY BAMMC/BAFTNMP/BMS / BFA / BSc. programs and SY MA)
In this module, emphasis is placed on exploring internship opportunities based specialization. Students should be able to understand the principles 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. The emphasis is on presentation skills, soft skills, SWOT, CV, LinkedIn presence and Stress & Anger Management. After evaluation, students who satisfy the evaluation criteria are provided with an internship opportunity.

Stage 3 - Advanced (TY BAMMC/BAFTNMP/BMS / BFA / BSc. programs and MA - Part II)
In the final stage, the focus is on identifying potential career paths, selecting the most suitable option, and developing a concrete action plan. This stage also involves exploring placement opportunities, building a strong CV, profiling companies, and understanding work ethics and cultural sensitivity. After the final evaluation, students who meet the required criteria are offered full-time job opportunities in their chosen field of specialization.

 Highlights:

H1: At the end of the first year, TAP students are provided with LIVE PROJECTS. The evaluation is conducted on the basis of student-performance in these live projects and only then the students are allowed to proceed further.

H2: At the end of the second year, qualified TAP students are offered 60-day internships. These internships are allotted based on the students' internal performance during the second year and their macro area of interest. Evaluation is carried out based on their performance during the internship and the feedback received from their industry supervisor.

H3: At the end of the third year, qualified TAP students are provided with 90-day internships with an option to convert the same into a permanent job. This means that, by the end of the third year, the students are prepared to enter a job in their chosen field of training and graduate with a competitive package in the media sector.

Scholarships

IRB Scholarship Endowment Fund has been set up to encourage the meritorious students, The IRB Scholarship Endowment Fund. The IRB Scholarship is a merit-based award that recognizes high academic achievement within the institute. IRB Scholarship Endowment Fund is sponsored by Infrastructure Developers Ltd. which provides scholarships to meritorious students of all the institutions of Rajasthani Sammelan Education Trust. RSET's initiative aims to encourage brilliant students to achieve further excellence in education. By these scholarships, meritorious students are further motivated to work hard and give their best performance in academics. The scholars are selected by a faculty panel from DGMC and the list is forwarded to the trustees of the Rajasthani Sammelan Education Trust for final approval.

BKT Endowment Freeship Fund has been introduced to provide freeship to those students who cannot afford education due to lack of funds. BKT Endowment Freeship Fund provides an opportunity to many deserving students to obtain suitable education and thereby make progress in their life by becoming adequately qualified. BKT Endowment Freeship Fund is sponsored by Balkrishna Industries Ltd. to award freeships to deserving students of all the institutions of Rajasthani Sammelan Education Trust.

Jankidevi Bilasrai Bubna Endowment Freeship Fund gives freeships to the needy and deserving students studying in various educational institutes of RSET. The Jankidevi Bilasrai Bubna Endowment Freeship gives the much needed financial support to such students who do not have the financial support to pursue their education.

Chatrabhuj Narsee Endowment Freeship Fund
Rajasthani Sammelan Education Trust has launched the Chatrabhuj Narsee Freeship Endowment Fund, an initiative aimed at providing financial support to meritorious and needy students across various RSET institutions. This fund helps the students who cannot afford to pursue their education, enabling them to continue their academic journey with ease.

Pushpadevi Seksaria Endowment Fund
Rajasthani Sammelan Education Trust has established the Pushpadevi Seksaria Endowment Freeship Fund to provide financial assistance to deserving and needy students enrolled in various educational institutions under RSET. This endowment fund offers support to students who lack the financial resources to continue their educational pursuits, thereby empowering them to achieve their academic goals.

MahaDBT

Regarding details about scholarship schemes for MahaDBT, the detail are available on the website link i.e. https://mahadbt.maharashtra.gov.in

Admission Cancellation Policy & Process:

Application for cancellation of admission should be made in the prescribed form. Cancellation should be authorised by the Principal. For all Mumbai University Programmes, the cancellation policy stipulated by the University of Mumbai will apply.

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 21st day upto 50 days after commencement of the academic term of the course.	From 51st day upto 80 days after the commencement of academic term of the course or August 31st whichever is earlier.	From September 1st to September 30th.	After September 30th.
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.

NOTES RELATING TO FEE CONCESSION:
Students belonging to reserved category are eligible for fee concession. Those who are desirous of availing such facility should produce Caste Certificate duly certified by the government authority at the time of admission and should fill the prescribed Government free-ship / scholarship form with necessary documents within the due date on notification by the college and relevant notice for the same will be circulated in the Classrooms as well as will be displayed in the Notice Board. Those students who fail to fill the form in time are liable to pay the full fees

Students' Council Committee

The Students' Council of a college is the apex body in the college which acts as a liaison between the students and the college authorities. The Students' Council of DGMC has been effectively coordinating with different stakeholders and organising relevant activities for the enrichment of the students.

The Cultural Club

The Cultural Club at Deviprasad Goenka Management College of Media Studies is a dynamic platform for students to showcase and hone their talents in dance, music, and theatre. It focuses on discovering and nurturing talent through regular workshops, talent hunts, and training sessions. Students are groomed to participate in intercollegiate festivals, including the University of Mumbai's Youth Festival. The club also plays a key role in organizing cultural performances for the college's Annual Day, turning passion into polished performance while fostering creativity, confidence, and teamwork.

NSS Unit

The NSS unit at DGMC, established in 2020 as part of the National Service Scheme under the University of Mumbai, follows the motto "Not Me But You" to foster a spirit of selfless service among students. The unit aims to encourage students to identify community needs, address problems, and actively participate in social initiatives using their skills and knowledge. Students who develop social and civic responsibility are motivated to join the unit. Those who complete 120 hours of service receive 10 grace marks as per the University of Mumbai ordinance, while completing 240 hours earns them a State Government Certificate. In the academic year 2024-2025, the DGMC NSS unit conducted 47 community service initiatives, with 28 volunteers dedicating over 120 hours to social work, and 8 students completing 240 hours, making them eligible for the certificate.

Rotaract Club

The Rotaract Club of DGMC was installed during the pandemic year 2020. In Rotaract, the efforts begin at the community level but transgress to far greater horizons in latitude and magnitude. As a Rotaractor, you make a solemn agreement with yourself, to move out of your zone of complacency and decide how to organize and run your club, manage your own funds, and plan and conduct activities in the various avenues like entrepreneurship development, professional development, community service, physical fitness and sports to name a few. A Rotaractor also takes up stand-alone service projects of either adopting a village or a school in a tribal area or any relevant project that would make a difference to society.

Sports Club

The Club offers the students an opportunity to organise and participate in a variety of sports and recreation activities. The sports club is also responsible for organising talks on healthy lifestyle, importance of mental and physical fitness and health, Inter–Institute sports festival and all-time favourite annual sports day.

Fine Arts Club

A campus poised on sheer media thrills requires a balancing dose of art so that aesthetics and beauty around us are not forgotten. The motto of the Fine Arts Club is to inspire and enable our students to actively learn and develop their talent and skills that will develop artistic expression. DGMC Fine Arts Club gives our students a broader view of art and many forms like Painting, Poster Designing, Clay Modelling, Collage, Cartooning, Pencil Drawing etc. Students are encouraged to participate in inter collegiate and other competitions through the fine arts. The club fosters a sense of camaraderie for fellow art students so that they can support each other in their artistic pursuits.

Literati Club

The Literati Club aims to develop analytical and creative thinking skills. It offers opportunities to appreciate diverse types of literature and increase their own literary skills. The Literary Club aims at not only refining the literary skills of the students but also developing in them critical thinking, logic and curiosity to know more and to instill in them a confidence to speak well. It is a club made for people who love literature, and want to share their

experiences, readings and thoughts with others who have the same interest and talent. It is also a wonderful opportunity to meet new people and make new friends with common interests. It is a place for cooperative learning. Students help each other understand a text and make sense of it, thus, making it a place of collaboration.

Film Club

The Film Club at DGMC organizes regular screening of artistic cinema, documentaries and short films under their Friday series session "BIOSCOPE". This forum provides the students an opportunity to watch, discuss, and review films. Moreover, it is a fantastic launch-pad for the student aspirants in the field, exposing them to liberal arts and critical thinking. The Film club also represents the Mumbai India Film festival held by the films division of Mumbai, and encourages students to participate and send their short films to various film festivals.

Photography & Cinematography Club

The Photography & Cinematography Club at Deviprasad Goenka Management College of Media Studies is dedicated to nurturing the visual storytelling skills of aspiring photographers and cinematographers. The club provides students with hands-on learning experiences that deepen their understanding of camera techniques, cinematography, lighting, and composition.

Through a range of engaging activities such as workshops, photo walks, exhibitions, and critic sessions, the club encourages students to explore both technical and creative aspects of the craft. These initiatives not only help in skill-building but also foster a culture of constructive feedback and artistic growth.

Advertising and Brand Club

The Advertising and Branding Club (ABC) of DGMC is a group of ardent "creative" minds striving to put all the branding theories into practice. The club aims to offer students an all-round experience of advertising through industry interactions and on-campus activities. All events and activities that are curated are designed to ignite the creative minds of the students and to offer them a platform to apply their curricular learnings.

NPTEL

NPTEL (National Programme on Technology Enhanced Learning), funded by the Ministry of Education (MoE), Government of India, is a joint venture of the IITs and IISc. It was launched in 2003. NPTEL offers close to 600+ courses for certification every semester in about 22 disciplines. In the last Academic Year, DGMC took up an initiative to offer these free quality courses to its learners. DGMC is now acting as one of the "Local Chapters" for the NPTEL. The purpose of the 'Local Chapter' is to act as a link between the NPTEL and the learners and to help them in the process of admission and examination.

DLLE

The Department of Lifelong Learning and Extension (DLLE), formerly known as the Department of Adult and Continuing Education and Extension, was established on October 12, 1978. It has been recognized as a statutory department of the University of Mumbai since 1994, with the aim of promoting a meaningful and sustained rapport between the university and the community. The DLLE seeks to sensitize students to socio-cultural realities. Degree college students undertake extension work projects related to social issues and are awarded 10 additional marks in their final examinations upon successful completion of 120 or 240 hours of work, along with timely submission of the project report.

Green Club

The Green Club is a dynamic student-led initiative committed to fostering environmental consciousness and sustainable living on campus. With a mission to create a greener future, the club organizes cleanliness drives, tree plantation campaigns, recycling initiatives, and awareness sessions. As part of our commitment to environmental leadership, DGMC proudly participates in the Youth for Environment, Water, and Sustainability (YEWS) Program, an initiative by the Department of Higher Education (DHE), Mumbai, which empowers students to take active roles in environmental preservation. Through the Green Club and YEWS, students gain hands-on experience in sustainability efforts, becoming informed and responsible citizens of tomorrow.

DGMC Institutional Committees

Notes:

- Ms. Deveeka Shetty has been appointed as the Staff Secretary for the academic year 2025 – 2026

Course Coordiantor & HOD:

- BAMMC, MA (J&MC) & MA - PR– Ms. Nilanksha Sachdev
- BAFTNMP & MA (MC-FTNM) – Mr. Prasoon Prabhakar
- BMS – Mr. Viraj Bandekar
- B.Sc Data Science - Mr. Viraj Bandekar
- B.Sc – Animation & VFX - Mr. Viraj Bandekar

I. Admission Committee

Convener	Dr Amee Vora - Convener
Co-convener	Yashwant Baing, Registrar – DGMC
Scrutiny and document Verification Committee:	**For BAMMC (ALL Forms)** a. Devendra Koli **For BAFTNMP (ALL Forms)** a. Shravani Vichare **For BMS (ALL Forms)** a. Suchit Sawant **For B.Sc Data Science (ALL Forms)** a. Sarika Shah **For B.Sc. Animation & VFX** a. Shravani Vichare **For MA Programs** a. Sarika Shah

IT Help Desk	Mr. Shiddesh

II. Attendance Committee

Convener	Nilanksha Sachdev
	Prasoon Prabhakar
	Viraj Bandekar
	Dr. Nisha Dahiya
	Devendra Koli

III. Examination Committee

Convener	Nilanksha Sachdev
Co-Convener	Sarika Shah
	Prasoon Prabhakar
	Dr. Nisha Dahiya
	Suchit Sawant

IV. Discipline Committee

Chairperson	Dr. Amee Vora
	Prasoon Prabhakar
	Bhavya Kotian

V. CAP Committee

Chairperson	Rajeshwari Venkitasubramanian
	Dr. Richa Chattapadhyay
	Devendra Koli
	Shravani Vichare
Supported by	Sushant and Ajinkya

VI. Students Grievance Redressal Committee

Chaiperson	Sherin Mathew

VII. Unfair-means Inquiry Committee

Chaiperson	Viraj Bandekar
	Dr. Jisha Vijay
	Yashwant Baing

VIII. Anti-ragging Committee

Chaiperson	Yashwant Baing
	Suchit Sawant
	Chandrashekar Dubey

IX. IQAC Committee:

IQAC Co-coordinator	Nilanksha Sachdev
Criteria 1 (Curricular Aspects)	Dr. Richa Chattapadhyay
Criteria 2 (Teaching Learning & Evaluation)	Deveeka Shetty
Criteria 3 (Research, Innovations & Extensions)	Dr. Jisha Vijay
Criteria 4 (Infrastructure)	Rajeshwari Venkitasubramanian
Criteria 5 (Student Support & Progression)	Viraj Bandekar
Criteria 6 (Governance Leadership & Management)	Bhavya Kotian
Criteria 7 (Institutional Values & Best Practices)	Nilanksha Sachdev
	Yashwant Baing
	Sarika Shah
	Sunita Cordeiro

X. Library Committee:

Chaiperson	Chandrashekhar Dubey
	Rajeshwari Venkitasubramanian
	Dr. Nisha Dahiya
	Niddhi Taneja

XI. Training & Placement Cell Committee:

Chairperson	Dr. Amee Vora
Core Member	Shravani Vichare
Core Member	Dr. Jisha Vijay
Teachers for training sessions	Nilanksha Sachdev
Teachers for training sessions	Deveeka Shetty
Teachers for training sessions	Bhavya Kotian
Teachers for training sessions	Dr. Nisha Dahiya

XII. WOMEN DEVELOPMENT CELL / INTERNAL COMPLAINTS COMMITTEE

Chairperson	Deveeka Shetty
	Dr. Richa Chattapadhyay
	Nidhi Taneja
	Sunita Cordeiro
	Suchit Sawant
	Student Representative:
	CR – BA FTNMP
	CR – BAMMC
	CR – MA
NGO	Ms. Darshana Joshi

XIII. Student Council Committee

Chairperson	Nilanksha Sachdev
	Viraj Bandekar
	Nidhi Taneja

XIV. Scholarship / Free-ship Committee

Chairperson	Yashwant Baing
	Vinayak Nagula

XV. Cultural Committee :

Chairperson	Bhavya Kotian
	Sherin Mathew
	Nidhi Taneja

XVI. NSS Committee:

Chairperson	Deveeka Shetty
	Suchit Sawant
	Sherin Mathew
	Nidhi Taneja

XVII. Green Club

Faculty Coordinator	Rajeshwari Venkitasubramanian
President - SYBAFTNMP	Dr. Nisha Dahiya
	Deveeka Shetty

XVIII. Rotaract Committee

Chairperson	Nilanksha Sachdev

XIX. Sports Club:

Chairperson	Viraj Bandekar
	Nidhi Taneja
	Prathik Panchamia
	Devendra Koli

XX. Seminars/Conferences/ Workshops

Chairperson	Dr. Amee Vora
	Nilanksha Sachdev
	Viraj Bandekar
	Dr. Nisha Dahiya
	Bhavya Kotian
	Dr. Richa Chattapadhyay
	Dr. Jisha Vijay
	Chandrshekhar Dubey
	Sunita Cordeiro

XXI. Literati Club

Chairperson	Bhavya Kotian
	Dr. Nisha Dahiya

XXII. Film Society

Chairperson	Prasoon Prabhakar
	Nidhi Taneja
	Rajesh Bhatia

XXIII. Photography & Cinematography Club

Chairperson	Bhavya Kotian
	Nidhi Taneja
	Prathik Panchamia

XXIV. Advertising & Branding Club

Chairperson	Sherin Mathew
	Rajeshwari Venkitasubramanian
	Deveeka Shetty

XXV. Guest Lecture Series Committee

Chairperson	Dr. Amee Vora
	Prasoon Prabhakar
	Nilanksha Sachdev
	Viraj Bandekar

XXVI. Prospectus, Handbook & Magazine Committee

Chairperson	Viraj Bandekar
	Dr. Richa Chattapadhyay
	Dr. Jisha Vijay
	Dr. Nisha Dahiya
	Sherin Mathew
	Sarika Shah
	Sunita Cordeiro

XXVII. Research Cell

Chairperson	Nilanksha Sachdev
	Dr. Nisha Dahiya
	Dr. Jisha Vijay
	Dr. Richa Chattapadhyay
	Chandrashekhar Dubey

XXVIII. NPTEL

Chairperson	Sherin Mathew
	Rajeshwari Venkitasubramanian

XXIX. DLLE

Chairperson	Rajeshwari Venkitasubramanian
	Sherin Mathew

XXX. Fine Arts Club

Chairperson	Sherin Mathew

XXXI. Festival – CineVoyage & Media ICE Age

Chairperson	Dr. Amee Vora
Core Members	Nilanksha Sachdev
	Prasoon Prabhakar
	Viraj Bandekar
	Bhavya Kotian

XXXII. Festival – Intercollegiate

Chairperson	Bhavya Kotian
	Nidhi Taneja

XXXIII. Institution Innovation Council (IIC)

Chairperson	Prasoon Prabhakar
	Viraj Bandekar
	Dr. Jisha Vijay
	Deeveka Shetty

XXXIV. Electrol Literacy Committee

Chairperson	Deveeka Shetty
	Chandrashekhar Dubey

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

Application for Semester I/II/III/IV/V/VI ATKT EXTERNAL EXAM

Date : __/__/____

Name Of the Candidate: _____

Mobile No:_____ **Email Id:**_____

Course _____ **Year : FY** ☐ **SY** ☐ **TY** ☐**DIV:**_____

RollNo: _____**Last Appeared Exam Year /Month:** _____

Student Type: **Regular:** ☐ **Drop Student:** ☐ **Ex Student:** ☐

Details for the Appearing Semester:

Semester:_____

Sr No	Name of Subject	Internal Marks	External Marks
1			
2			
3			
4			
5			
6			
7			

Please note: 1. Attach photocopy of the recent Mark-sheet
2. Fill ATKT Exam forms Semester-wise

Signature of the Student

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

Application for Semester I/II/III/IV/V/VI ATKT <u>INTERNAL EXAM</u>

Date : __/__/____

Name Of the Candidate: _____

Mobile No:_____ Email Id:_____

Course _____ Year : FY ☐ SY ☐ TY ☐ DIV:_____

RollNo: _____Last Appeared Exam Year /Month: _____

Student Type: Regular: ☐ Drop Student: ☐ Ex Student: ☐

<u>Details for the Appearing Semester:</u>

Semester:_____

Sr No	Name of Subject	Internal Marks	External Marks
1			
2			
3			
4			
5			
6			
7			

Please note: 1. Attach photocopy of the recent Mark-sheet
2. Fill ATKT Exam forms Semester-wise

Signature of the Student

RSET's

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

Requisition form for allotment of 7th Floor Studio

Date: ………………………….

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Studio facility.

The details are as follows:

Sr. no.	Name of the student	Class/Div/Roll.	Phone no.	Email
1				
2				
3				
4				
5				
6				

Additional Information:
_____
_____
_____

Date: _____ **Time: from**_____**to** _____
Subject: _____**Project assigned by**_____
Date of Submission: _____

1) Name & Signature (Faculty-in-charge): _____

2) Signature (Principal/Program Coordinator / Registrar) _____

Note:

i. All students must carry their ID card.
ii. Students must assure that there shall be no disturbance or damage of any kind inside the Studio.
iii. No data should be stored in the Studio machine
iv. Any data stored by the students will be deleted on a regular basis by the concerned department, kindly store and save your data in your drives/ pen drive, etc.
v. Switch off the lights and AC after use to avoid unnecessary consumption of electricity.
vi. Make sure you arrange the chairs, etc. and keep the studio neat and clean
vii. Any students found misusing the facility (listening to song, downloading videos, using studio for their personal projects) will not be allowed to use this facility for any future college assignment/projects.

Declaration
We undertake the full responsibility in case of any damage or disturbance during our use of the Studio.

Sincerely, _____ (Full name, Signature & date)

RSET's

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

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

Requisition Form for Allotment of IMac LAB

Dated ……………………….

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Computer facility. The details are as follows:

Sr. no.	Name of the Student	Class/Div/Roll. No.	Phone no.	Email	Sign
1					
2					
3					
4					
5					

Computer no.	Project name	Allotted by
1		
2		
3		
4		
5		

Date _____ **Time: from** _____**to** _____

Subject:_____Project assigned by: _____

Date of Submission: _____

1) **Name & Signature (Faculty-in-charge):** _____

2) **Signature (Principal/Program Coordinator / Registrar):** _____

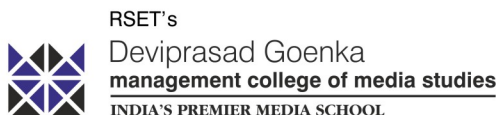**Note:**

a)   All students must carry their ID card.
b)   Students must assure that there shall be no disturbance or damage of any kind inside the IMac Lab.
c)   No data should be stored in the IMac computers
d)   Any data stored by the students will be deleted on a regular basis by the IT department, kindly store and save your data in your drives/ pen drive, etc.
e)   Switch off the computers after use to avoid unnecessary consumption of electricity.
f)   Make sure you arrange the chairs, etc. and keep the lab neat and clean
g)   Any students found misusing the IMac Lab (listening to song, downloading videos, using lab for their personal projects) will not be allowed to use the IMac lab for any future college assignment/projects.

Declaration
We undertake the full responsibility in case of any damage or disturbance during our use of the IMac lab.

Sincerely, _____ (Full name, Signature & date)

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

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

Requisition Form for Allotment of Sound Studio

Dated: ………………………….

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Sound Studio facility.
The details are as follows:

Sr. no.	Name of the student	Class/Div/Roll. No.	Phone no.	Email	Sign
1					
2					
3					
4					
5					

Additional Information_____

_____

_____

_____

Date: _____ **Time: from** _____**to**_____
Subject: _____**Project assigned by:**_____
Date of Submission: _____

1) Name & Signature (Faculty-in-charge): _____
2) Signature (Principal/Program Coordinator / Registrar) _____

Note:
a) All students must carry their ID card.
b) Students must assure that there shall be no disturbance or damage of any kind inside the Studio.
c) No data should be stored in the Studio machine
d) Any data stored by the students will be deleted on a regular basis by the concerned department, kindly store and save your data in your drives/ pen drive, etc.
e) Switch off the lights and AC after use to avoid unnecessary consumption of electricity.
f) Make sure you arrange the chairs, etc. and keep the studio neat and clean
g) Any students found misusing the facility (listening to song, downloading videos, using studio for their personal projects) will not be allowed to use this facility for any future college assignment/projects.

Declaration
We undertake the full responsibility in case of any damage or disturbance during our use of the Studio.

Sincerely, _____ (Full name, Signature & date)

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

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

APPLICATION FOR MEDICAL CERTIFICATE

From: _____

Student ID Number: _____

Class / Div: _____

Roll No: _____

Address _____

_____

Date: _____

The Principal
DGMC – Malad West.

Dear Sir / Madam,

I could not attend my regular classes from _____ to
_____ (both days inclusive) on account of the following
illness _____
I have remained partially / totally absent from the _____
_____ Examination / Test held on _____ to
_____ on account of the following health problem
_____
Medical Certificate dates _____issued by Dr.
_____ as required by rules is attached.

Yours faithfully,

(Signature of Student)

(Countersign of Parent / Guardian)

RULES:

1. Fully completed and signed application form should be given in the office during office hours on any working day within THREE DAYS of resuming attendance.

2. The medical certificate submitted does not amount attending classes or examination or test. It only explains the medical condition of student

3. Medical Certificate without specifying the exact dates should not be accepted.

4. If student is absent for more than three days, details of medical report, pathology test, X-ray reports, etc. should be submitted.

From: _____

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

Address: _____

_____

_____

Date: _____

To,
The Principal
Deviprasad Goenka Management College of Media Studies
RSET Campus, SV Road, Malad West, Mumbai – 400 064

SUBJECT: APPLICATION FOR NO OBJECTION CERTIFICATE

Respected Sir / Madam,

I, Mr. / Ms. _____, student of your college is / was studying in Class: _____ DIV: _____ Roll No. _____, during the Academic Year: _____. PRN No. _____

I intend to join _____ college / institute during the Academic Year _____ for that I wish to apply for the same.

I am submitting the following photocopy of the documents (Mark-sheet / Fee Reeeipt / I Card)

1. FYBAMMC / FYBAFTNMP
2. SYBAMMC / SYBAFTNMP

Signature of the Parents_____**Signature of the students :** _____

Signature of Principal: _____ **Date:**_____

Receipt No._____ **Date**_____ **Amount** _____

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

From: _____

Address: _____

_____

Mobile No. _____

_____

Date: _____

To,
The Principal
Deviprasad Goenka Management College of Media Studies
RSET Campus, SV Road, Malad West, Mumbai – 400 064

SUBJECT: APPLICATION FOR TRANSCRIPT

Respected Sir / Madam,

I, Mr. / Ms. _____, student of your college is / was studying in Class: _____ DIV: _____ Roll No. _____, during the Academic Year: _____. PRN No. _____

State reason for obtaining a Transcript:
_____
_____
_____

I have applied for the following examinations (Please specify):
_____
(JAM/CLAT/GATE/GMAT/CAT/GRE/TOEFL/CIVIL SERVICES/STATE GOVERNMENT EXAMINATION) and cleared in the year _____.

I am submitting the following photocopy of the documents (Mark-sheet of all semester / Fee Receipt / I-Card)

1. FYBAMMC / FYBAFTNMP
2. SYBAMMC / SYBAFTNMP
3. TYBMM / TYBAMMC / TYBAFTNMP
4. MACJ – Part I / II
5. MAFTNMP – Part I / II

Name & Signature of the student: _____

Signature of Principal: _____**Date:** _____

Official Use:
Receipt No._____ Date _____ Amount_____

Fees: Rs. 1500/- for 3 copies. Additional copies at Rs. 250/- per copy.

Details of Institution for further Education

Name of the Institution / University:

_____

Name of the Town, City & Country:

_____

Date of Entrance Exam:

_____

Date of Admission:

_____

Other Information: Please specify, Why the transcript if required?

_____

_____

Place: Mumbai

Date: _____   _____

                                                        Signature of the Applicant

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

From: _____

Address: _____

_____

Tel: _____

_____

Date: _____

To,
The Principal
Deviprasad Goenka Management College of Media Studies
RSET Campus, SV Road, Malad West, Mumbai – 400 064

SUBJECT: APPLICATION FOR BONAFIDE CERTIFICATE

Respected Sir / Madam,

I, Mr. / Ms. _____, student of your
college is / was studying in Class: _____ DIV: _____ Roll No. _____,
during the Academic Year: _____. PRN No. _____

I kindly request you to provide a Bonafide Certificate for the following reasons (State your reason below):
_____
_____
_____
_____

Sincerely,

Name:
Contact No.
Email ID:

Signature of the Parent_____ **Signature of the student:** _____

Signature of Principal: _____**Date:** _____

Fess: Rs. 100/- per each copy

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

Name of the Student ………………………………………………

Contact No. :…………………………………………………………

To,
The Principal
RSET 's DGMCMS
R.S. Campus, S.V.   Road, Malad (West),
Mumbai – 400 064

SUB   :   ID CARD

RespectedSir / Madam,

I, Mr./Ms ……………………………………………………… FY/SY/TY …………..

Div ……Roll No ………….have not received my ID Card for the following reasons (Please tick)

1. New Student

2. Late Admission

3. Transfer / Drop Student

4. Change of Roll No.

5. Change of Div.

6. Other: _____

Yours faithfully,

………………………………………..
Signature of the Student

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

Name of the Student :……………………………………………………

Contact No. :……………………………………………………………………

To,   Date:_____

The Principal

RSET 's DGMCMS

R.S. Campus, S.V.   Road, Malad (West),

Mumbai – 400 064

SUB   :   Security <u>Deposit Refund</u>

RespectedSir / Madam,

I, Mr./Ms ……………………………………………………………………hereby request you to

Refund my Deposit, which I had paid during the First Year admission vide

Receipt No……… dated……………….. In the class of FY ………….. Div ……Roll No ………….

Yours faithfully,

…………………………………………..

Signature of the Student

Please provide the following Bank details –

Name of t he Bank   :   ………………………………………………………………………..

Bank Saving A/c. No.   :   ………………………………… IF SC Code …………………………

Encl :

1]   Original Fees Receipt (All Y ears)

2]   Cancel Cheque

……

OFFICE USE

Received application for refund of Security Deposit   from

Ms /Mr ……..…………………………………………………………………………………… of Class

FY …………..…… Div ……..…..Roll No …………..…. Receipt No …………..…Date ………………..

Date : ………………..   Receiver 's Signature …………………………………

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

From: _____
Address: _____

_____

Mobile No. _____

_____

Date: _____

To,
The Principal
Deviprasad Goenka Management College of Media Studies
RSET Campus, SV Road, Malad West, Mumbai – 400 064

SUBJECT: APPLICATION FOR LETTER OF RECOMMENDATION

Respected Sir / Madam,

I, Mr. / Ms. _____, student of your college is / was studying in Class: _____ DIV: _____ Roll No. _____, during the Academic Year: _____.

I intend to prepare (reason) _____during the academic _____ for that I wish to apply for the same.
_____

I am submitting the following photocopy of the documents (Mark-sheet / Fee Receipt / I-Card/ Draft)

Recommended by:

Sr. No.	Recommended by Faculty Name	Signature

Note: Kindly provide draft of the content required in the letter.

Name & Signature of the student: _____

Official Use:
Receipt No._____ Date _____ Amount_____

Fees: Rs. 100/- per copy of LOR / per faculty.

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

ADMISSION CANCELLATION FORM

Date: _____ Division: _____ Roll No.:_____

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

DETAILS OF THE STUDENT

Name of the Student: _____ Class: _____
(Write in **BLOCK** letters – please start with **Surname First**)

Receipt No.: _____ Date: _____ Amount: _____

Address:

_____

Phone No.: _____ Email ID: _____

Bank Name: _____ Branch: _____

S. B. Account No. _____ IFSC Code: _____

REASON FOR CANCELLATION

Indicate your reason for cancellation in space provided below:

Signature of the Student: _____Signature of the Parent_____

COLLEGE USE ONLY

Head of the College Remarks for Cancellation: _____

Signature of Principal: _____

Signature of Course Coordinator: _____

Approved by: _____ **Date:** _____ **Comments:** _____

Signature of Approver: _____

Office Staff Signature & Date:_____ **Entered in ERP by:** _____**Date:** _____

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

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

Library & Caution Money Deposit

Respected Sir / Madam,

I, Mr./Ms …………………………………………………………hereby request you to refund of Library

and Caution Money Depositwhich I had paid duringthe First Year admission vide- Receipt No…………….

dated……………..in the class of FY ….…………. Div ……… Roll No …….……….

Yours faithfully,

…………………………………….
Signature of the Student

Please provide the following Bank details –

Name of the Bank: ……………………………………………………………..

Bank Saving A/c. No. :………………………………… IF SC Code ………………………….

Encl :
1]   Original Fees Receipt   of Sem I, Sem III & Sem IV
2]   Photo copy of Bank Pass Book (1st Page) or Cancel Cheque xerox
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RSET
Rajasthani Sammelan Education Trust

Institutions

Kudilal Govindram Seksaria
sarvodaya school
INSPIRE, INVENT, INITIATE

Kudilal Govindram Seksaria
english school
INSPIRE, INVENT, INITIATE

Ramniwas Bajaj
english high school
UNLEASH YOUR POTENTIAL

Mainadevi Bajaj
international school
GIVING WINGS TO YOUR DREAMS

Durgadevi Saraf
junior college
IN PURSUIT OF EXCELLENCE

Ghanshyamdas Saraf
college of arts & commerce
EDUCATION EMPOWERS

Kirandevi Saraf
institute of complete learning
WIDENING HORIZONS

Durgadevi Saraf
institute of management studies
WE CREATE LEADERS

Durgadevi Saraf
global business school
LEARN AND INSPIRE

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

Ladhidevi Ramdhar Maheshwari
night college of commerce
ENLIGHTENING FUTURE

Ramdhar Maheshwari
career counseling centre
STEERING TO SUCCESS

Kunjbihari S. Goyal
online academy
LEARNING BEYOND BOUNDARIES

Draupadidevi Sanwarmal
women's hostel
HEAVENLY DOMICILE

Pravinchandra D. Shah
sports academy
FITNESS REGIME

Vishwanath Podar
study centre
INTELLECTION HUB

Mainadevi Bajaj
international playschool
YOUNG EVOLVING MINDS

Jankidevi Bilasrai Bubna
boys hostel
A WISE HIVE

Nalini Shah
music academy
MUSICAL HARMONY

Rajasthani Sammelan
skill development centre
SCULPTING SKILLS

Endowment Funds & Research Chair

Remsons Group
management research centre
MANAGEMENT RESEARCH

I R B
scholarship endowment fund
HONOURING EXCELLENCE

B K T
endowment freeship fund
FOSTERING KNOWLEDGE

Jankidevi Bilasrai Bubna
endowment freeship fund
EMBOLDENING STRENGTHS

Pushpadevi Seksaria
endowment Fund
POWERING POSSIBILITIES

Chatrabhuj Narsee
endowment freeship fund
EMPOWERING DREAMS

Facilities

Dhurmal Bajaj
bhavan
COMMUNITY PARADISE

Durgadevi Saraf
hall
TREASURING MEMORIES

Trivenidevi Deora
chikitsa sahayata kosh
HELPING TO HEAL

Ramnarayan Saraf
educational outlet
ONE STOP EDU-SHOP

Vijay Pal Singh
health centre
WEALTH OF WELLBEING

Kirandevi Saraf
library and reading room
WORLD OF KNOWLEDGE

Rajasthani Sammelan
I.T. hub
LINKING GLOBALLY

Rajasthani Sammelan
food court
FOOD FOR THOUGHT

DEVIPRASAD GOENKA MANAGEMENT COLLEGE OF MEDIA STUDIES

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