



RSET's

Deviprasad Goenka
management college of media studies

INDIA'S PREMIER MEDIA SCHOOL

AUTONOMOUS | NAAC Accredited | Affiliated to University of Mumbai

Student Handbook

2026-2027

Document Control and Revision History

Version No	Change Reference No	Author	Published Date	Approved By	Version
1.0	Base	Dr. Dilnaz Boga	July, 1, 2021	Dr. Ameer Vora Principal- DGMC	Base Version
2.0	Rev	Ms. Kanchan Luthra	June, 28, 2022	Dr. Ameer Vora Principal- DGMC	Revised Version
		Ms. Selvi S			
		Mr. Partha Pratim Samanta			
3.0	Rev	Kanchan Luthra	June 20, 2023	Dr. Ameer Vora Principal - DGMC	Revised Version
		Sunita Cordeiro			
4.0	Rev	Nilanksha Sachdev	June 25, 2024	Dr. Ameer Vora Principal - DGMC	Revised Version
		Sunita Cordeiro			
5.0	Rev	Nilanksha Sachdev	July 29, 2025	Dr. Ameer Vora Principal - DGMC	Revised Version
		Sunita Cordeiro			
6.0	Rev	Viraj Bandekar	June 01, 2026	Dr. Ameer Vora Principal - DGMC	Revised Version
		Dr. Richa Chattapadhyay			

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Document Classification: INTERNAL USE Version 6.0 May 2026

The Guidelines

This handbook provides information about program architecture, rules, regulations and guidelines at RSET's Deviprasad Goenka Management College of Media Studies. The 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.

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Table of Content

About Rajasthani Sammelan Education Trust (RSET)	5
About RSET'S DGMC	5
Mission & Vision Statement	6
Infrastructure @ DGMC	6
Guidelines for Laboratory & Studio Infrastructure	7
Add-on Value Addition Skill Based Courses	8
Programs @ DGMC	9
Bachelors of Arts (Film, Television and New Media Production) - BA (FTNMP)	9
Bachelors of Arts (Multimedia and Mass Communication) - BA (MMC)	11
Bachelors of Management Studies (BMS) - AICTE Approved	13
Bachelors of Science (Data Science)	16
Bachelors of Science (Animation & VFX)	18
Masters of Arts (Communication & Journalism) - MA (C & J)	20
Masters of Arts (Public Relations) - MA (PR)	22
Masters of Arts (Mass Communication – Film, Television & New Media) - MA (MC-FTNM)	24
The Knowledge Home (Library) @ DGMC	26
Academic Calendar	28
Examination Guidelines	30
Unfair Means Norms	37
Attendance Guidelines	40
Disability Policy for Students	42
Code of Conduct	43
Anti-Ragging Norms	44
Training & Placement Cell	48
Scholarships@ DGMC	49
Admission Cancellation Process	51
Clubs & Committees @ DGMC	53
Student's Appendix: Forms	56
Social Media QR Codes	72

About RSET

RSET, a registered public charitable trust, was established in the year 1948 at Malad, Mumbai. With the aim of promoting various educational, charitable, and social activities, the trust has pioneered the provision of educational opportunities to various sections of society. Over the last seven decades and more, the trust has played a vital role in promoting and providing quality education from primary to postgraduate levels in the fields of Commerce, Management, Information Technology, and Media Studies. Apart from its educational pursuits, Rajasthani Sammelan Education Trust also caters to the social and humanitarian needs of the community.

Rajasthani Sammelan Education Trust had started its educational activities for girls, but in the course of time, it opened its doors to co-education. At present, more than 16,000 students (boys & girls) are receiving education 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 Bachelors of Arts (Multimedia & Mass Communication)
- 2 Bachelors of Arts (Film, Television & New Media Production)
- 3 Bachelors of Management Studies (AICTE Approved)
- 4 Bachelors of Science (Data Science)
- 5 Bachelors of Science (Animation & VFX)
- 6 Masters of Arts (Communication & Journalism)
- 7 Masters of Arts (Mass Communication - Film, Television & New Media)
- 8 Masters of Arts (Public Relations)

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, Language Lab, iMAC Computer Lab, Colour Grading Lab, Shooting Studio, Sound Innovation Lab and Production Control Room.

The institute prides itself in many 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.

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 Postproduction 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. Prabhadevi 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.

Computer Lab: DGMC has also established an additional Computer Lab equipped with 29 high-performance desktop systems for student use. The lab supports academic and practical training in media production, design, editing and digital content creation. It enhances the institute's digital learning infrastructure by providing students with greater access to computing resources for coursework, projects and collaborative learning.

Guidelines for Laboratory & Studio Infrastructure

- **Shared Responsibility & Accountability:** To maintain a high-quality learning environment, students are collectively responsible for the equipment and infrastructure within the **iMac Lab, Colour Grading Lab, Shooting Studio, and Smart Classrooms**. In the event of damage or loss where a specific individual cannot be identified, the cost of repair or replacement will be recovered from the security deposits of the entire class session involved.
- **Mandatory Pre-Use Inspection:** Before beginning any session, students must inspect their workstation or equipment. Any pre-existing malfunctions, physical damage, or missing accessories must be **reported immediately** to the lab in-charge or technical assistant to ensure the student is not held liable for prior issues.
- **Professional Handling & Safety:** All specialized hardware-including iMacs, grading panels, studio lighting, and smart-board systems-must be handled with professional care. Students should only use equipment they have been trained to operate and must follow all safety protocols to prevent accidental damage or wear.
- **Workspace Maintenance & Exit Protocol:** At the end of each session, students are required to shut down systems correctly, tidy their workstations, and ensure all peripherals (keyboards, mice, cables) are in their designated places. No food or drinks are permitted near any electronic equipment to prevent accidental damage.

Add-on Value Addition Skill Based Courses

RSET's Deviprasad Goenka Management College of Media Studies (DGMC) introduces a series of Short-Term Certificate Courses in Basics of Canva, Mobile Photography, Script to Screen, and AI Tools and Applications. These fast-track, practical programs equip students with essential skills in design, visual storytelling, filmmaking, and emerging AI tools. Participants gain hands-on experience in creating graphics, capturing and editing visuals, producing screen content, and using AI for productivity and creativity. Offered in Online, Offline, and Hybrid modes, the courses are available in flexible 3-day and 7-day formats. With industry-relevant curriculum and practical projects, these programs are offered at nominal fees.

- **Basics of Canva**

Short-Term Certificate Course in Basics of Canva, a fast-track, practical program designed to equip students with essential design skills. The course enables participants to create professional graphics, social media posts, presentations, reels, thumbnails, and basic brand kits using Canva. Offered in Online, Offline, and Hybrid modes, it is available in flexible 3-day and 7-day formats ranging from 9 to 14 total hours. With a hands-on curriculum covering typography, elements, branding, and a final practical project, the program ensures practical, industry-relevant learning at nominal fees.

- **Mobile Photography**

Short-Term Certificate Course in Mobile Photography, a fast-track, practical program designed to help students capture compelling visuals using just their smartphones. The course equips participants with essential skills in composition, lighting, visual storytelling, and editing techniques, along with presenting their work professionally. Offered in Online, Offline, and Hybrid modes, it is available in flexible 3-day and 7-day formats. With a strong emphasis on hands-on learning and real-time practice, the program ensures creative, industry-relevant exposure at nominal fees.

- **Script to Screen**

Short-Term Certificate Course in Script to Screen, a fast-track, practical program designed to guide students through the complete filmmaking process. The course enables participants to transform ideas into engaging screen content by learning scripting, shot planning, filming, directing, and editing using accessible tools. Offered in Online, Offline, and Hybrid modes, it is available in flexible 3-day and 7-day formats. With collaborative projects and a final practical screening, the program ensures hands-on, industry-relevant learning at nominal fees.

- **AI Tools and Applications**

Short-Term Certificate Course in AI Tools and Applications, a fast-track, practical program designed to help students understand and effectively use emerging artificial intelligence tools. The course equips participants with hands-on skills in AI-powered content creation, research assistance, presentation building, image generation, productivity tools, and ethical AI usage. Offered in Online, Offline, and Hybrid modes, it is available in flexible 3-day and 7-day formats. With a strong focus on real-world application and a final practical project, the program ensures industry-relevant learning at nominal fees.

Programs @ DGMC

Bachelors of Arts (Film, Television and New Media Production) BA (FTNMP)

→ 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 comprehensive knowledge of film theory, media history, literature, visual culture, and communication frameworks in Indian and global contexts.
2. Apply principles of direction, writing, cinematography, sound, editing, photography, design, and post-production using appropriate tools and techniques to create media output.
3. Develop, structure, and produce compelling narratives through screenwriting, visual storytelling, and character development across fiction and non-fiction formats.
4. Critically analyse films, media texts, and visual cultures using theoretical, aesthetic, cultural, and semiotic frameworks.
5. Generate original ideas and experiment with creative processes, integrating emerging technologies such as AI in storytelling and media production.
6. Conduct research, apply analytical thinking, and develop structured documentation for media projects and field-based studies.
7. Communicate ideas effectively through written, verbal, and visual forms across academic, professional, and creative contexts.
8. Work effectively in team-based production environments, demonstrating leadership, collaboration, and project management skills.
9. Apply ethical principles, legal frameworks, and cultural sensitivity in media production and community engagement.
10. Demonstrate readiness for media industries by applying entrepreneurial skills, understanding audience behaviour, and adapting to evolving digital platforms and market trends.

→ Program Architecture / Credit

Bachelors of Arts (Film, Television and 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		Basics of Writing for Films (Th)	2
3	General/Open Elective Course (GE)/(OE)	Introduction to Indian Literature (Th)	2
4		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 Sustainable Development - I (Th)	2
8	Ability Enhancement Course (AEC)	Communication Skills in English-I (Th)	2
9	Indian Knowledge System (IKS)	Indian Knowledge System (Th)	2
10	Co-Curricular Course (CC) (Any One)	National Service Scheme I (Pr)	2
		Extension Work I (DLLE) (Pr)	
		Cultural Activities I (Pr)	
Total			22

Bachelors of Arts (Film, Television and New Media Production)

Semester II			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC) (Major)	Practical Filmmaking - Non Fiction (Pr)	4
2		Fundamentals of Film Theory and Appreciation-II (Th)	2
3	Discipline Specific Course (DSE) (Minor)	Marketing Management (Th)	2
4	General/Open Elective Course (GE)/(OE)	Introduction to World Literature (Th)	2
5		Visual Communication (Semiotics Studies) (Th)	2
6	Vocational Skill Course (VSC)	Basics of Sound & SFX (Th)	2
7	Skill Enhancement Course (SEC)	Basics of Cinematography (Pr)	2
8	Value Educational Course (VEC)	Environmental Management and Sustainable Development - II (Th)	2
9	Ability Enhancement Course (AEC)	Communication Skills in English -II (Th)	2
10	Co-Curricular Course (CC) (Any One)	National Service Scheme II (Pr)	2
		Extension Work - II (DLLE) (Pr)	
		Cultural Activities II (Pr)	
Total			22

*Note:

Subject Enrollment Subject placement is finalized according to College policy and institutional capacity. While student preferences are considered, the College reserves final approval on all course assignments.

Bachelors of Arts (Multimedia and Mass Communication) BA (MMC)

→ 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 comprehensive knowledge of communication, media theories, cultural studies, and industry structures across journalism, advertising, and media management.
2. Explain and interpret media texts, narratives, and communication processes using theoretical frameworks such as sociology, cultural studies, and political economy.
3. Apply principles of writing, audio-visual production, design, and storytelling to create effective media content across platforms (print, digital, broadcast, multimedia).
4. Utilize industry-relevant tools and technologies in photography, multimedia production, animation, UI/UX, and analytics for professional media output.
5. Analyse media content, audiences, and industries using research methods, audience insights, and socio-cultural perspectives.
6. Design and conduct media research using qualitative and quantitative approaches to investigate communication trends, audience behaviour, and media impact.
7. Develop innovative media solutions, campaigns, and narratives through ideation, storytelling, branding, and strategic thinking.
8. Evaluate media practices through ethical frameworks and legal standards, including media laws, human rights, and responsible communication.
9. Demonstrate professional competencies through internships, field projects, and portfolio development aligned with industry roles in journalism, advertising, PR, and digital media.
10. Formulate media strategies, business models, and entrepreneurial ventures in areas such as digital media, start-ups, agency management, and media analytics.

→ Program Architecture / Credit

Bachelors 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		Evolution of Communication (Th)	3
3	General/Open Elective Course (GE)/(OE)	Basics of Photography (Pr)	2
4		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)	Environmental Management and Sustainable Development I (Th)	2
8	Ability Enhancement Course (AEC)	Communication Skills in English I (Th)	2
9	Indian Knowledge System (IKS)	Indian Knowledge System (Th)	2
10	Co-Curricular Course (CC) (Any One)	National Service Scheme I (Pr)	2
		Extension Work I (DLLE) (Pr)	
		Cultural Activities I (Pr)	
Total			22

Bachelors of Arts (Multimedia and Mass Communication)

Semester II			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC) (Major)	Understanding Mass Communication (Th)	3
2		Sociology of Communication (Th)	3
3	Discipline Specific Course (DSE) (Minor) (Any One)	Introduction to Public Relations (Th)	2
		Introduction to Entrepreneurship Management (Th)	
4	General/Open Elective Course (GE)/(OE)	Economics of Mass Media (Th)	2
5		Principles of Marketing (Th)	2
6	Vocational Skill Course (VSC)	Podcast and Public Speaking (Pr)	2
7	Skill Enhancement Course (SEC)	Advanced Multimedia Production (Pr)	2
8	Ability Enhancement Course (AEC)	Communication Skills in English II (Th)	2
9	Value Educational Course (VEC)	Environmental Management and Sustainable Development - II (Th)	2
10	Co-curricular Course (CC) (Any One)	National Service Scheme II (Pr)	2
		Extension Work - II (DLLE) (Pr)	
		Cultural Activities II (Pr)	
Total			22

*Note:

Subject Enrollment Subject placement is finalized according to College policy and institutional capacity. While student preferences are considered, the College reserves final approval on all course assignments.

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. Graduates will demonstrate a comprehensive understanding of core business disciplines including management, economics, accounting, marketing, finance, human resources, and operations.
2. Graduates will apply statistical tools, business analytics, and data interpretation techniques to analyse business problems and support informed decision-making.
3. Graduates will develop domain-specific knowledge in marketing, finance, human resources, and operations, enabling them to address functional business challenges effectively.
4. Graduates will utilize digital tools and emerging technologies such as business analytics, artificial intelligence, financial technologies, and business intelligence systems to improve organizational performance.
5. Graduates will demonstrate the ability to identify business problems, evaluate alternatives, and develop practical, data-informed solutions in dynamic environments.
6. Graduates will exhibit entrepreneurial thinking by identifying opportunities, developing business models, and applying innovation and design thinking in new and existing ventures.
7. Graduates will communicate effectively in professional contexts through written, oral, and presentation skills, and collaborate efficiently in team-based environments.
8. Graduates will demonstrate ethical decision-making and awareness of corporate governance, sustainability, CSR, and the broader societal impact of business practices.
9. Graduates will apply research skills, field projects, internships, and on-the-job training (OJT) experiences to solve real-world business problems.
10. Graduates will understand global business environments, cross-cultural dynamics, and strategic decision-making to operate effectively in national and international contexts.

→ Program Architecture / Credit

Bachelors of Management Studies (BMS)

Semester I			
Serial No.	Particulars	Name of the Subject	Credits
1	Discipline Specific Course (DSC)	Principles of Management (Th)	3
2		Financial Accounting (Th)	3
3	Minor Course	Introduction to Business Economics (Th)	2
4	General/Open Elective Course (GE)/(OE) (Mandatory)	Introduction to Business Statistics I (Th)	2
5	General/Open Elective Course (GE)/(OE) (Any One)	Fundamentals of Photography (Pr)	2
		Human Rights: Issues and Challenges (Th)	
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)	2
9	Value Educational Course (VEC)	Environmental Management and Sustainable Development I (Th)	2
10	Indian Knowledge System (IKS)	Indian Polity and Economics: Arthashastra (Th)	2
Total			22

Bachelors of Management Studies (BMS)

Semester II			
Serial No.	Particulars	Name of the Subject	Credits
1	Discipline Specific Course (DSC)	Principles of Marketing (Th)	3
2		Introduction to Financial Management (Th)	3
3	Minor Course (Any One)	Introduction to Entrepreneurship Management (Th)	2
		Introduction to Business Analytics (Th)	
		Introduction to Human Resource Management (Th)	
		Introduction to Operations Management (Th)	
4	General/Open Elective Course (GE)/(OE)	Introduction to Business Statistics II (Th)	2
5		Introduction to Banking (Th)	2
6	Vocational Skill Course (VSC)	Laws related to Intellectual Property Rights (Th)	2

7	Skill Enhancement Course (SEC)	Advanced Excel (Pr)	2
8	Ability Enhancement Course (AEC)	Business Language - II (Th)	2
9	Value Educational Course (VEC)	Environmental Management and Sustainable Development II (Th)	2
10	Co-curricular Course (CC) (Any One)	National Service Scheme I (Pr)	2
		Extension Work I (DLLE) (Pr)	
		Cultural Activities I (Pr)	
Total			22

***Note:**

Subject Enrollment Subject placement is finalized according to College policy and institutional capacity. While student preferences are considered, the College reserves final approval on all course assignments.

AICTE Approved Scholarship Schemes

1. PM Vidyalaxmi Scheme
2. AICTE Saraswati Scholarship Scheme for Girl students



Bachelors 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 subject.

→ 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 demonstrate strong foundational knowledge in statistics, mathematics (linear algebra, calculus, optimization), and computer science concepts essential for data science.
2. Graduates will be proficient in programming (Python, SQL) and data structures, enabling efficient data processing, algorithm design, and problem-solving.
3. Graduates will be able to collect, clean, transform, and manage structured and unstructured data using modern tools, databases, and data engineering practices.
4. Graduates will apply statistical techniques, exploratory data analysis, and mathematical modelling to derive meaningful insights from data.
5. Graduates will design, implement, and evaluate machine learning models, including applications in areas such as natural language processing, computer vision, and predictive analytics.
6. Graduates will utilize big data technologies and cloud-based platforms to process, analyse, and deploy scalable data-driven solutions.
7. Graduates will effectively communicate insights using data visualization tools (e.g., Tableau, Power BI) and demonstrate strong written and oral communication skills.
8. Graduates will apply data science techniques in domain-specific contexts such as finance, healthcare, and marketing to solve real-world problems.
9. Graduates will demonstrate the ability to conduct research, engage in field projects, and apply critical thinking to develop innovative data-driven solutions.
10. Graduates will exhibit ethical responsibility in data usage, understand societal implications, and continuously update their knowledge to adapt to evolving technologies.

→ Program Architecture / Credit

Bachelors of Science (Data Science)

Semester I			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Computer Fundamentals & Python Programming (Th + Pr)	4
2		Introduction to Data Science (Th)	2
3	General/Open Elective Course (GE)/(OE)	Introduction to Entrepreneurship Management (Th)	2
4		Content Creation (Pr)	2
5	Vocational Skill Course (VSC)	Office Tools (Pr)	2
6	Skill Enhancement Course (SEC)	Data Handling using Microsoft Excel (Pr)	2
7	Ability Enhancement Course (AEC)	Communication Skills in English I (Th)	2
8	Value Educational Course (VEC)	Environmental Management and Sustainable Development I (Th)	2
9	Indian Knowledge Systems (IKS)	Indian Knowledge System (Th)	2
10	Co-Curricular Course (CC) (Any One)	National Service Scheme I (Pr)	2
		Extension Work I (DLLE) (Pr)	
		Cultural Activities I (Pr)	
Total			22

Bsc - Data Science Program

Semester II			
Serial No.	Particulars	Name of the Subject	Credits
1	Discipline Specific Course (DSC)	Data Structures using Python (Th + Pr)	4
2		Descriptive Statistics (Th)	2
3	Minor Course	Linear Algebra (Th)	2
4	General/Open Elective Course (GE)/(OE) (Any One)	Foreign Exchange Markets & Derivatives (Th)	4
		Digital Marketing (Th)	
5	Vocational Skill Course (VSC)	Introduction to Web Technologies (Pr)	2
6	Skill Enhancement Course (SEC)	Data Visualization using Tableau (Pr)	2
7	Ability Enhancement Course (AEC)	Communication Skills in English - II (Th)	2
8	Value Educational Course (VEC)	Environmental Management and Sustainable Development II (Th)	2
9	Co-curricular Course (CC) (Any One)	National Service Scheme II (Pr)	2
		Extension Work II (DLLE) (Pr)	
		Cultural Activities II (Pr)	
Total			22

*Note:

Subject Enrollment Subject placement is finalized according to College policy and institutional capacity. While student preferences are considered, the College reserves final approval on all course assignments.

Bachelors of Science (Animation and VFX)

→ 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. Graduates will demonstrate strong foundational skills in drawing, design principles, colour theory, and visual composition for digital media.
2. Graduates will apply principles of 2D and 3D animation, including character animation, motion, timing, and storytelling across various media formats.
3. Graduates will develop competencies in 3D modelling, texturing, lighting, rigging, and rendering as part of the animation production pipeline.
4. Graduates will apply techniques in compositing, visual effects, motion graphics, and digital post-production to create seamless visual experiences.
5. Graduates will demonstrate the ability to communicate narratives effectively using storyboarding, cinematography, editing, and film language.
6. Graduates will utilize industry-relevant software and tools for animation, VFX, design, and real-time rendering environments.
7. Graduates will understand and apply animation production workflows, including pre-production, production, and post-production processes, in collaborative environments.
8. Graduates will explore real-time technologies and interactive media using platforms such as game engines to create immersive visual experiences.
9. Graduates will demonstrate awareness of intellectual property rights, media ethics, and professional practices in the animation and VFX industry.
10. Graduates will develop a professional portfolio and complete projects, internships, and on-the-job training demonstrating their creative, technical, and practical competencies.

→ Program Architecture / Credit

Bachelors of Science (Animation and VFX)

Semester I			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Fundamentals of Design (Th)	3
2		Introduction to 2D Animation (Th)	3
3	General/Open Elective Course (GE)/(OE)	Basics of Photography (Pr)	2
4		Introduction to 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)	Environmental Management and Sustainable Development I (Th)	2
8	Ability Enhancement Course (AEC)	Communication Skills in English I (Th)	2
9	Indian Knowledge System (IKS)	Indian Art & Cultural Studies (Th)	2
10	Co-Curricular Course (CC) (Any One)	National Service Scheme I (Pr)	2
		Extension Work I (DLLE) (Pr)	
		Cultural Activities I (Pr)	
Total			22

Bachelors of Science - (Animation and VFX)

Semester II			
Serial No.	Particulars	Name of the Subject	Credits
1	Discipline Specific Course (DSC)	Character Design & Storyboarding (Pr)	3
2		Application of 2D Animation (Pr)	3
3	Minor Course	Film Theory (Th)	2
4	General/Open Elective Course (GE/OE)	Visual Communication (Pr)	2
5		Principles of Marketing (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)	Environmental Management and Sustainable Development II (Th)	2
9	Ability Enhancement Course (AEC)	Communication Skills in English - II (Th)	2
10	Co-Curricular Course (CC) (Any One)	National Service Scheme II (Pr)	2
		Extension Work II (DLLE) (Pr)	
		Cultural Activities II (Pr)	
Total			22

*Note:

Subject Enrollment Subject placement is finalized according to College policy and institutional capacity. While student preferences are considered, the College reserves final approval on all course assignments.

Masters of Arts (Communication & Journalism) MA (C & J)

→ Eligibility Criteria -

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

→ Duration of the Program

2 years

→ Program Objective

1. Demonstrate comprehensive understanding of public relations theories, communication models, media systems, and interdisciplinary perspectives.
2. Design, implement, and evaluate integrated public relations and communication campaigns aligned with organizational and societal goals.
3. Exhibit advanced written, verbal, visual, and multimedia communication skills for diverse audiences and platforms.
4. Critically analyse media content, communication practices, and representations using relevant theoretical frameworks.
5. Design and conduct qualitative and quantitative research, applying appropriate tools and data analytics for informed decision-making.
6. Utilize digital platforms, multimedia tools, and analytics to create, manage, and assess
7. Digital communication and PR campaigns.
8. Apply ethical principles, legal frameworks, and professional standards in communication practices.
9. Demonstrate leadership, teamwork, and project management skills in executing communication strategies and campaigns.
10. Develop and implement crisis communication strategies and manage organizational reputation effectively.
11. Incorporate intercultural sensitivity, CSR, sustain ability, creativity, and innovation while adapting to global communication trends and engaging in continuous professional development.

→ Program Architecture / Credit

Masters of Arts (Communication & Journalism) MA (C&J)

Semester I			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Journalism Studies (Th)	4
2		Communication Studies (Th)	4
3		Media and Society (Th)	4
4		Photojournalism (Pr)	2
5	Discipline Specific Elective (DSE) (Any Two)	Writing for Media (Pr)	2+2
6		Corporate Social Responsibility (Th)	
7		Preparing a Public Relations Campaign (Pr)	
8	Research Methodology	Social Science Research Design (Th)	4
Total			22

Masters of Arts (Communication & Journalism) MA (C&J)

Semester I			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Press Laws and Ethics (Th)	4
2		Media Criticism (Th)	4
3		Television and Convergence Studies (Th)	4
4		News Production Management (Pr)	2
5	Discipline Specific Elective (DSE) (Any One)	Media & Conflict : Narratives, Ethics and Resolution (Th)	4
		Media and Culture (Th)	
8	OJT	On The Job Training	4
Total			22

*Note:

Subject Enrollment Subject placement is finalized according to College policy and institutional capacity. While student preferences are considered, the College reserves final approval on all course assignments.

Masters 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. Demonstrate comprehensive understanding of public relations theories, communication models, media systems, and interdisciplinary perspectives to interpret contemporary communication environments.
2. Apply strategic thinking to design, implement, and evaluate integrated public relations and communication campaigns aligned with organizational and societal goals.
3. Exhibit proficiency in written, verbal, visual, and multimedia communication to create impactful PR content for diverse audiences and platforms.
4. Critically analyse media content, communication practices, and representations using frameworks from media studies, cultural studies, and communication theory.
5. Design and conduct qualitative and quantitative research using appropriate methodologies and analytics tools to support evidence-based communication strategies.
6. Utilize digital platforms, multimedia tools, and data analytics to create, manage, and evaluate digital PR campaigns and online reputation.
7. Evaluate and apply ethical principles, legal frameworks, and professional standards to ensure responsible and transparent communication practices.
8. Demonstrate leadership, teamwork, and project management skills in planning and executing communication campaigns and initiatives.
9. Develop and implement effective crisis communication strategies and reputation management frameworks in dynamic organizational contexts.
10. Analyse global communication trends, apply intercultural sensitivity, integrate CSR and sustainability principles, and engage in continuous learning and reflective professional development.

→ 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) (Any One)	Brand Management in Public Relations (Th)	4
		Media & Conflict Communication (Th)	
6	Research Methodology (RM)	PR Research Design (Th)	4
Total			22

Master of Arts - Public Relations (MA-PR)

Semester II			
Serial No.	Particulars	Name of the Subject	Credits
1	Discipline Specific Course (DSC)	Media Criticism (Th)	4
2		Behavioural Insights in Public Relations (Th)	4
3		Strategic and Integrated Communication (Th)	4
4		Media, Laws and Ethics (Th)	2
5	Discipline Specific Elective (DSE) (Any One)	Political PR and Election Campaigning (Th)	4
		Media and Culture (Th)	
6	OJT	On The Job Training	4
Total			22

*Note:

Subject Enrollment Subject placement is finalized according to College policy and institutional capacity. While student preferences are considered, the College reserves final approval on all course assignments.

→ **Eligibility Criteria -**

Graduation from University of Mumbai or any other UGC recognised University

→ **Duration of the Program**

2 Years

→ **Program Objective**

1. Demonstrate comprehensive understanding and analysis of global cinema, film theories, genre conventions, and media frameworks to interpret aesthetic, cultural, and narrative dimensions of film and media texts.
2. Apply principles of storytelling, narrative structure, and character development to create original scripts and screenplays across film, television, and digital platforms.
3. Apply visual storytelling techniques including mise-en-scène, cinematography, photography, and composition to design and execute meaningful cinematic images and sequences.
4. Demonstrate technical proficiency in post-production work flows including editing, sound design, visual effects, motion graphics, and colour grading to produce industry-standard media outputs.
5. Critically analyse and evaluate films, media systems, and digital ecosystems using theoretical frameworks, research methodologies, and structured critique.
6. Design and execute film projects by integrating direction, acting, production design, cinematography, and sound to create coherent and collaborative cinematic works.
7. Apply research skills and methodologies to investigate media texts, audience behaviour, and digital landscapes, and evaluate findings for academic and creative applications.
8. Interpret and apply legal, ethical, and social responsibility principles in media production, including copyright, media laws, representation, and CSR communication.
9. Utilize emerging technologies and digital tools, including AI-driven workflows, VFX, and new media platforms, to create innovative and future-ready media content.
10. Develop, produce, and present professional-quality media portfolios and film projects by applying end-to-end production, post-production, and distribution strategies aligned with industry practices.

→ Program Architecture / Credit

Masters of Arts (Mass Communication – Film, Television and New Media) MA (MC-FTNM)

Semester I			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	World Cinema and Aesthetics (Th)	4
2		Post-Production and Editing Computer Graphics (Pr)	4
3		Basics of Writing for Films (Th)	2
4		Direction - I (Th)	4
5	Discipline Specific Elective (DSE) (Any One)	Basics of Photography (Pr)	2
		Corporate Social Responsibility (Th)	
6	Discipline Specific Elective (DSE) (Any One)	Basics of Sound and SFX (Th)	2
		Media Criticism (Th)	
7	Research Methodology	Research in Media Texts and Digital Landscape (Th)	4
Total			22

Masters of Arts (Mass Communication – Film, Television and New Media) MA (MC-FTNM)

Semester II			
Serial No.	Particulars	Name of the Course	Credits
1	Discipline Specific Course (DSC)	Film Genre (Th)	4
2		Direction - II (Th)	4
3		Acting for Camera (Pr)	2
4		Art Direction & Production Design (Th)	2
5		Screenplay Writing (Th)	2
6	Discipline Specific Elective (DSE) (Any One)	Cinematography (Pr)	4
		Music Production (Pr)	
6	OJT/FP/CC	Practical Filmmaking - Non Fiction (Pr)	4
Total			22

→ Note:

Subject Enrollment Subject placement is finalized according to College policy and institutional capacity. While student preferences are considered, the College reserves final approval on all course assignments.

The Knowledge Home (Library) @ DGMC

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

At 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 BA (MMC), BA (FTNMP), BMS (AICTE Approved), BSc. (Data Science), BSc. (Animation & VFX), MA (C & J), MA (MC - FTNM), MA (PR) 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 continuously tries to add all documents as needed by the curriculum and aims to become a single hub to meet all the needs of academic information.

Every day around 30 to 35 students visit the library to fulfil their academic requirements. The library staff tries their best to help users by providing them required information & reading material.

Objective of DGMC Library:

DGMC believes that effective governance is the key to providing quality education. In order to meet this aim, DGMC TKH 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

Category	Borrowing Privileges		Late Fee Charge			
	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 2026 - 2027

Month	No of working Days	Date	Days	Program/Event/ Examination	Sundays/Public Holidays	Total No of Teaching Days
Jun-2026	30	1st to 3rd June 2026		Regular Lectures & Masterclass for SY / TY - BAFTNMP/ BAMMC / BMS / BSc. Data Sc./ BSc Animation & VFX	4 Sundays (7th/14th/21st/28)	25
		3rd June 2026		Regular lectures for MA – SEM II		
		4th / 5th / 6th June 2026		Lectures followed by Masterclass for SY / TY		
		5th June 2026	Friday	Orientation for SY / TY		
		15th June 2026 onwards	Monday	FY-BMS SEM II Examination		
		Mid June 2026 (Tentative)		University Exams -MACJ and MA-MC FTNM SEM II & IV ATKT examination		
		22nd June 2026	Monday	FDP (Physical)		
		25th June 2026	Thursday	Talent Hunt (selection for Intercollegiate competition)		
		Mid June 2026 (student will be informed Merit List wise)	Thursday	FY – Orientation (All Programs). Followed by Masterclass & Regular lectures		
		26th Jun 2026	Friday	Moharrum	Public Holiday	
Jul-2026	31	1st July 2026	Wednesday	SY-BMS – SEM III Orientation followed by Masterclass & Regular Lectures	4 Sundays (5th / 12th 19th/26th)	27
		1st July 2026	Wednesday	MA Part I - Orientation followed by Masterclass & Regular Lectures		
		2nd July 2026	Thursday	SY-BMS - SEM III Regular Lectures		
		6th to 11th July 2026		SY & TY - Assignments to be given		
		11th July 2026	Saturday	Talent Hunt for all FY students (selection for Intercollegiate competition)		
		24th July 2026	Friday	WDC Event - Intercollegiate Debate Competition on Nari Shakti		
Aug-2026	31				5 Sundays - 2nd / 9th / 16th 23rd & 30th)	23
		20th to 30th Aug 2026		SY & TY – VIVA and Assignment Submission		
		25th Aug 2026	Tuesday	WDC International Symposium (Physical)		
		15th Aug 2026	Saturday	Independence Day / Parsi New Year	Public Holiday	
		26th Aug 2026	Wednesday	Id-e-Milad	Public Holiday	

Academic Calendar: AY 2026 - 2027

Sep-2026	30	19th Sept 2026	Saturday	ATKT Examinations for SEM II and IV	4 Sundays (6th / 13th / 20th / 27th)	19
		12th Sept 2026	Saturday	TY/SY/FY – Last date for lectures		
		30th Sept 2026	Wednesday	MA – Last day for lectures		
		5th Sept 2026	Saturday	Dahi Handi	Public Holiday	
		14th Sept 2026	Monday	Ganesh Chaturthi	Public Holiday	
		25th Sept 2026	Friday	Anant Chaturdashi	Public Holiday	
		15th to 18th Sept 2026	Friday	Mid-term Break for Ganesh Chaturthi	Vacation	

Oct 2026	31	1st to 9th Oct 2026		FY/SY/TY - Regular Examination for SEM - I / III	4 Sundays (4th / 11th / 18th / 25th)	19
		12th Oct 2026 onwards		Regular Examination for SY-BMS SEM III		
		9th October 2025		Regular & ATKT Examination for SEM – V - BAFTNMP		
		12th Oct 2026 onwards		Regular Examination for MA – SEM I / III		
		2nd Oct 2026	Friday	Gandhi Jayanti	Public Holiday	
		20th Oct 2026	Tuesday	Dassera	Public Holiday	
		26th Oct 2026 to 12th Nov 2026		Diwali Break	Vacation	

Nov 2026	30	13th Nov 2026	Friday	College to re-open after Diwali break	5 Sundays (1st / 8th / 15th / 22nd / 29th)	14
		13th Nov 2026	Friday	FY/SY/TY - Regular Lectures for SEM II / IV / VI	Public Holiday	
		13th Nov 2026	Friday	MA – Regular Lectures for SEM II & IV		
		24th Nov 2026	Tuesday	Guru Nanak Jayanti	Public Holiday	

Dec 2026	31	7th to 12th Dec 2026		Internal Assignments will be given to SEM – II / IV & VI + MA	4 Sundays (6th / 13th / 20th / 27th)	21
		18th & 19th Dec 2026	Friday to Saturday	Sports Day		
		21st to 24th Dec 2026		December Fever & Stage for Teachers		
		24th Dec 2026 onwards		7-Day NSS Camp		
		25th to 31st Dec 2026		Winter Break	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, etc.
2. **Semester End Examinations (SEE)** - Term-End Examination and Practical examinations (any other as suitably decided by the instructor and priority announced to the class.)

SCHEME OF EXAMINATIONS, PASSING STANDARDS & PROGRESSION RULES

1. Undergraduate Programs under NEP 2020 Examination Scheme

The scheme of evaluation consists of Continuous Internal Assessment (CIA) and Semester End Examination (SEE). 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%)	Exam Duration
06 Credit Course	150 Marks	90 Marks	60 Marks	3 Hours
03/04 Credit Course	100 Marks	60 Marks	40 Marks	2 Hours
01/02 Credit Course	50 Marks	30 Marks	20 Marks	1 Hour

1.2 Breakdown of Continuous Assessment

● 06 Credit Course

- Test + Assignments/Projects/Presentations, etc. (50 marks)
- For class participation and attendance (10 marks)

● 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).
- For class 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).
- For class participation and attendance (5 marks)

1.3 Practical Course Examination Scheme

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

1.4 Examination Scheme for Theory + Practical Subjects

Credit Distribution	Theory		Practical		Total
	Internal	External	Internal	External	
3 Th + 1 Pr	40	60	20	30	150
3 Pr + 1 Th	20	30	40	60	150
01/02 Th + 01/02 Pr	20	30	20	30	100

1.5 Passing Standards

To pass a course, a learner must obtain:

- **Minimum 40% marks in aggregate** across both Continuous Internal Assessment and Semester End Examination.
- **Minimum 40% marks separately** in Continuous Internal Assessment and Semester End Examination. For example for a 4-credit paper (16/40) in continuous CIP and (24/60) in Semester End Examination

2. Postgraduate Programs – Examination Scheme

2.1 Evaluation Components

The evaluation of learners is conducted in two components:

Component	Weightage	Description
Continuous Internal Assessment (CIA)	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.

2.2 Marks Allocation Based on Credits

Credits Assigned	Total Marks per Course	SEE (60%)	CA (40%)	Exam Duration
06 Credit Course	150 Marks	75 Marks	75 Marks	3 Hours
03/04 Credit Course	100 Marks	50 Marks	50 Marks	2 Hours
02 Credit Course	50 Marks	25 Marks	25 Marks	1 Hour

Breakdown of Continuous Internal Assessment

- **06 Credit Course**
 - Test (20 marks) + Assignments/Projects/Presentations, etc. (40 marks) [Total 60 marks]
 - For class participation and attendance (15 marks)
- **03/04 Credit Course**
 - Test + Assignments/Projects/Presentations, etc. (40 marks).
 - For class participation and attendance (10 marks)
- **01/02 Credit Course**
 - Test + Assignments/Projects/Presentations, etc. (20 marks).
 - For class participation and attendance (5 marks)

2.3 Passing Standards

To pass a course, a learner must obtain:

- **Minimum 40% marks in aggregate** across both Continuous Internal Assessment and Semester End Examination.
- **Minimum 40% marks separately** in Continuous Assessment (20) and Semester End Examination (20).

3. Structure for Continuous Internal Assessment:

- The Head of the Department, in consultation with departmental colleagues, should decide the mode of continuous assessment (e.g., class-test, project, assignment, presentation) and communicate the same in writing to the Examination & Evaluation Committee before the semester begins.
- **Theory Subjects (UG & PG):** Internal assessment will be conducted either through a test or an assignment in form of case studies, presentations and reports. The assignment will depend on the course and the kind of assessment it attracts.
- **Practical Subjects:** Internal assessment will be project-based, evaluated through:
 - Descriptive project manuals.
 - Practical Projects or Prototypes
 - Oral Viva examinations

3.1 Implementation of Continuous Internal Assessment:

1. The **Head of the Department (HOD)**, in consultation with faculty members, will determine the mode of continuous assessment (e.g., tests, projects, assignments, or presentations). The assessment plan should be submitted in writing to the **Examination & Evaluation Committee (EEC)** before the commencement of the semester, along with the course structure.

2. **Continuous Internal Assessment** must comprise at least three components, such as class tests, quizzes, assignments, or presentations, conducted at different intervals during the semester.

3.2 Guidelines for Project/Assignment/Presentation-Based Assessments:

1. Topics for assignments, projects, or presentations should 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 of the assigned marks for the said project/ assignment/ presentation.
 - Submission within the next fourth to sixth working day after the deadline: 15% deduction of the assigned marks for the said project/ assignment/ presentation.
 - No collection of internal projects/ assignments / presentations will take place beyond the deadline of 6 working days.

3.3 Guidelines for Test-Based Assessments:

- The syllabus and paper pattern for internal tests must be communicated to students at least **fifteen days prior** to the test.
- The paper pattern and syllabus will be finalized by the **HOD in consultation with faculty members** of the respective department.

3.4 Eligibility for Additional Tests:

Students who miss the internal test on account of illness/ participation in and representing the college in Sports or extracurricular activities must submit a formal application addressed to the Principal along with supporting documents justifying their absence. The decision regarding an additional test will be based on the validity of the justification and on the discretion of the Principal and the EEC.

3.5 Final Submission and Communication of Marks:

The final internal assessment mark lists, duly signed by the respective faculty and HOD, must be submitted to the EEC before the commencement of Semester End Examinations.

3.6 Passing Standards

To pass a course, a learner must obtain:

- **Minimum 40% in aggregate** across both Continuous Internal Assessment and Semester End Examination.
- **Minimum 40% separately** in Continuous Internal Assessment and Semester End Examination.

3.7 Grading System:

Results:

- a) A 10-Point Grade System is adopted – it involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).
- b) Mark sheets are issued per Semester.

Semester GPA/ Program CGPA Semester/Program	% of Marks	Alpha-Sign / Letter Grade Result
9.00-10.00	90.0-100	O (Outstanding)
8.00-<9.00	80.0-<90.0	A+ (Excellent)
7.00-<8.00	70.0-<80.0	A (Very Good)
6.00-<7.00	60.0-<70	B+ (Good)
5.50-<6.00	55.0-<60.0	B (Above Average)
5.00-<5.50	50.0-<55.0	C (Average)
4.00-<5.00	40.0-<50.0	P (Pass)
Below 4.00	Below 40	F (Fail)
Ab (Absent)	-	Absent

Earning Credits: A learner will be considered to have completed a Course successfully and earned the credits if he/she is able to secure any Letter Grade in the range 'O' to 'P'. The Letter 'F' in any Course implies the inability of the learner to clear the said Course and hence no Credits will be earned.

3.8 Rules for Progression (Undergraduate Programmes)

- a. **Credit-Based Eligibility:** Progression shall be governed by the total cumulative credits earned by the learner, and not by the number of failed heads of examination.
- b. **Minimum Credit Requirement:**
 - A learner must secure a minimum of 32 cumulative credits to be eligible for progression to Second Year (Semester III).
 - A learner must secure a minimum of 76 cumulative credits to be eligible for progression to Third Year (Semester V).
- c. **Credit Compliance:** Learners who do not meet the prescribed credit thresholds shall not be eligible for progression to the subsequent academic year.
- d. **Non-Eligibility Clause:** Learners failing to meet both credit and backlog conditions shall not be eligible for progression and shall repeat the academic year.
- e. **Result Declaration:** The result of Semester VI shall be withheld until the learner has passed all courses from Semester I to Semester V.
- f. **Admission to Semester VII (UG Honours):** Permitted only after full clearance of Semesters I–VI (132 credits) with no outstanding backlog.

3.9 Rules for Progression (Postgraduate Programmes)

- a. **Automatic Promotion to Second Year:**
All learners shall be eligible for progression to the Second Year (Semester III) irrespective of the number of credits earned or courses failed during the First Year (Semesters I and II).
- b. **Mandatory Clearance for Degree Award:**
All courses from Semester I and II must be cleared before declaration of final PG result.
- c. **Applicability:** Applicable to all PG programmes under NEP 2020 across faculties.

4. ATKT (Allowed to Keep Term) Rules

4.1 Promotion Guidelines for Undergraduate (UG) Programs

1. A learner shall be allowed to keep term for Semester II, irrespective of the number of courses failed in Semester I.
2. A learner shall be eligible to keep term for Semester III only upon earning 32 or more cumulative credits from Semester I and Semester II.
3. A learner shall be allowed to keep term for Semester IV, irrespective of the number of courses failed in Semester III.
4. A learner shall be eligible to keep term for Semester V only upon earning 76 or more cumulative credits from Semesters I, II, III, and IV.
5. A learner shall be allowed to keep term for Semester VI, irrespective of the number of courses failed in Semester V.
6. The result of Semester VI shall be withheld by the College until the learner has successfully passed all courses from Semester I to Semester V.
7. Admission to Semester VII (UG Honours): Admission to Semester VII shall be permitted only if the learner has successfully completed all courses from Semester I to Semester VI, earning the prescribed 132 cumulative credits.

4.2 Promotion Guidelines for Postgraduate (PG) Programmes

1. A learner shall be allowed to keep term for Semester II, irrespective of the number of courses failed in Semester I.
2. A learner shall be promoted to Semester III, irrespective of the number of credits earned or courses failed in Semester I and Semester II.
3. A learner shall be allowed to keep term for Semester IV, irrespective of the number of courses failed in Semester III.
4. The result of Semester IV shall be withheld by the college until the learner has successfully passed all courses from Semester I to Semester III.

4.3 Carry Forward of Marks

- A. Internal Assessment and Semester-End components shall be treated as independent passing heads.
- B. Marks shall be carried forward only if the learner has passed the respective component.
- C. A learner shall be required to reappear only in the failed component, subject to maximum attempt limits prescribed by the University.

5. Examination Fees and Verification

ATKT Examination Fees (UG)		ATKT Late Fee (UG)	
No. of Subjects	Fees (₹)	No. of Subjects	Fees (₹)
1 Subject	360	1 Subject	460
2 Subjects	655	2 Subjects	755
3 & more Subjects	1390	3 & more Subjects	1490
ATKT Examination Fees (PG)		ATKT Late Fee (PG)	
No. of Subjects	Fees (₹)	No. of Subjects	Fees (₹)
1 Subject	655	1 Subject	755
2 Subjects	1095	2 Subjects	1195
3 & more Subjects	2055	3 & more Subjects	2155

ATKT Super Late Fees (UG)		ATKT Super Late Fees (PG)	
No. of Subjects	Fees (₹)	No. of Subjects	Fees (₹)
1 Subject	860	1 Subject	1155
2 Subjects	1155	2 Subjects	1595
3 & more Subjects	1890	3 & more Subjects	2555

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

6.1 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.

6.2 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.

6.3 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.

6.4 Re-Evaluation Process

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

6.4.1 Change in Marks

Scenario	Outcome
Marks increase or decrease by 10% or more of the maximum marks assigned to that paper	Original marks will be treated as null and void . The new marks obtained in re-evaluation will be accepted.
Marks increase or decrease by less than 10%	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.

6.5 Timeline for Redressal

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

6.6 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.**

7. Unfair Means Policy - Ordinance 5050

DGMC Autonomous College strictly follows the **University of Mumbai's Ordinance 5050** for addressing cases of unfair means during examinations. The **Unfair Means Inquiry Committee (UMIC)** follows a structured process to investigate and take necessary action against reported cases.

7.1 Formation of the Unfair Means Inquiry Committee (UMIC)

The **Unfair Means Inquiry Committee (UMIC)** shall be constituted to ensure an unbiased investigation process. The committee will consist of:

- **Chairperson:** A senior faculty member or the Principal.
- **Faculty Representatives:** At least two faculty members from different disciplines.
- **Examination Officer:** A representative from the examination department.
- **External Member (if required):** An external academic or legal expert from a sister institution/management may be included for high-stakes cases.

The committee will be formed at the beginning of each academic term, and members will serve for the duration of that term unless otherwise replaced due to conflicts of interest or administrative changes.

7.2 Process Chart:

1. **Reporting of Unfair Means-** Junior Supervisor reports cases of unfair means during the examination.

2. **Handover of Cases**- Examination Committee submits the cases to the Unfair Means Inquiry Committee (UMIC).
3. **Issuing Notice** - UMIC issues letters to students regarding the inquiry meeting.
4. **Inquiry Meeting** - Students are called for an inquiry to present their case.
5. **Committee Deliberation** - UMIC evaluates the case based on the guidelines of Ordinance 5050.
6. **Recommendation to Principal** - The committee makes recommendations regarding disciplinary action.
7. **Final Decision & Intimation** - Principal approves the action and students are informed of the final decision.

7.3 Handling Suspected Unfair Means

In adherence to institutional integrity and academic honesty, strict measures are in place to handle instances of unfair means during examinations. The following procedures and consequences will be implemented to ensure a fair evaluation process for all students.

1. Identification and Immediate Actions

If a student is caught engaging in unfair means during an examination, the following actions will be taken immediately:

- **Confiscation of Material:** Any unauthorized material found with the student, including but not limited to chits, electronic devices, or written notes, will be confiscated by the invigilator.
- **Documentation and Written Undertaking:** The student will be required to submit a written undertaking either admitting or disputing the claim of unfair means. The invigilator will also document the incident with details such as the time, nature of the malpractice, and any evidence collected.
- **Reporting to the Unfair Means Inquiry Committee:** The case will be referred to the Unfair Means Inquiry Committee for further investigation. The student will be informed about the next steps and possible outcomes.

2. Investigation by the Unfair Means Inquiry Committee

The Unfair Means Inquiry Committee will conduct a thorough investigation, which may include:

- Reviewing evidence and statements from the invigilator and student.
- Holding a hearing where the student may present their case.
- Verifying past records to check for repeated offenses.

3. Consequences and Penalties

If found guilty, the student may face one or more of the following consequences:

- **Disqualification from the Examination:** The student's paper for the concerned subject may be disqualified, leading to a failed attempt.
- **Disqualification from all Examinations:** Depending on the severity of the offense and response, the examination for the entire semester might be cancelled.
- **Suspension from Future Exams:** Depending on the severity of the offense, the student may be barred from appearing in upcoming examinations for a specific period.
- **Cancellation of Academic Term:** In cases of repeated offenses, the student's current academic term may be cancelled, requiring them to reappear for all examinations.

4. Appeal Process

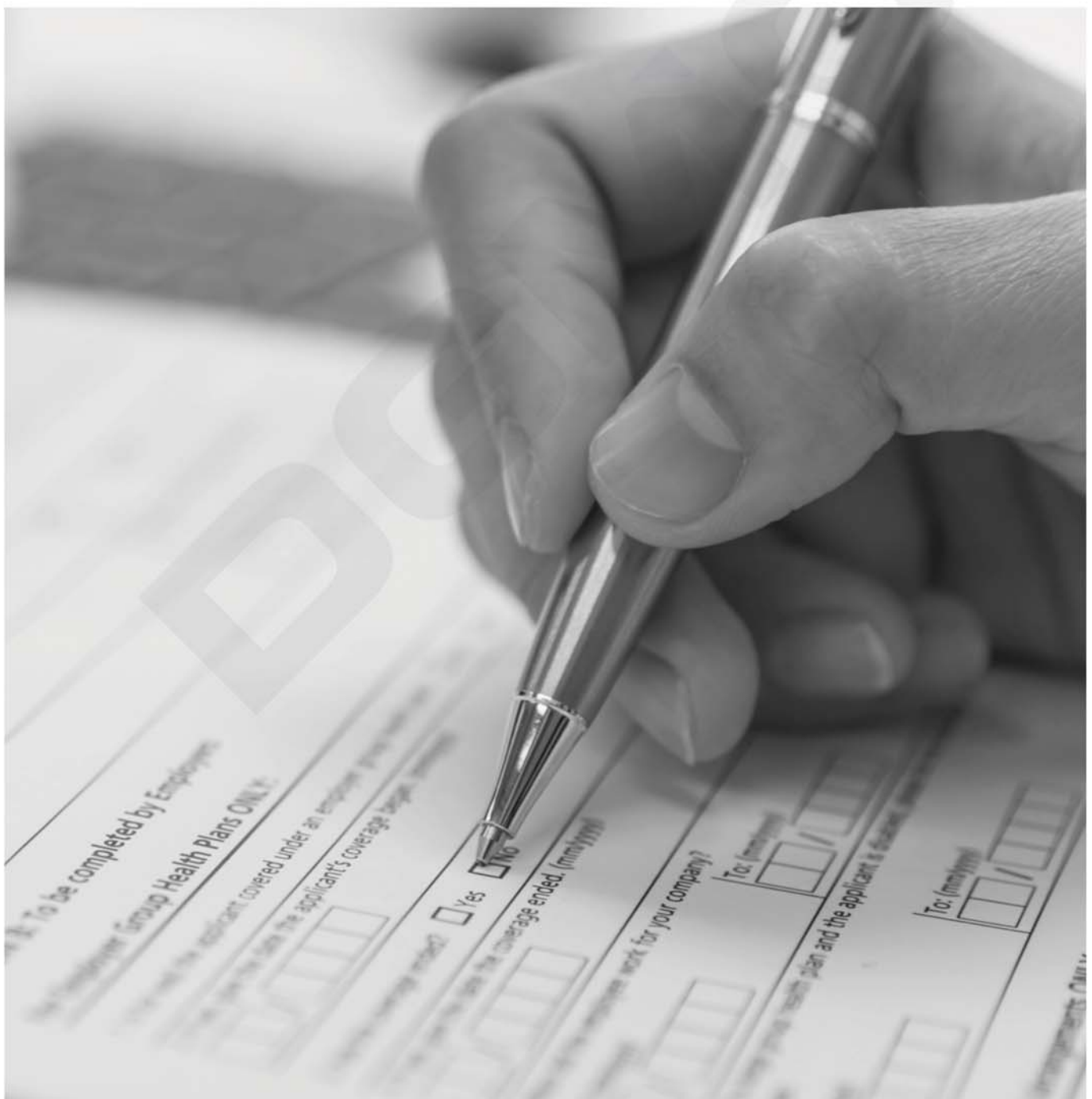
Students have the right to appeal against the decision of the Unfair Means Inquiry Committee. The appeal must be submitted in writing to the Examination Board within a stipulated timeframe. The Board will review the appeal and provide a final decision.

7.4 Preventive Measures

To minimize instances of unfair means, the institution implements the following preventive measures:

- Strict invigilation and monitoring during examinations.
- Awareness programs on academic integrity and ethical conduct.
- Use of technology such as CCTV surveillance and plagiarism detection tools.
- Announcements before exams about consequences of unfair means.
- Display of notices in classrooms.
- Student counselling to discourage malpractice.

This policy is in alignment with the institution's examination regulations and academic integrity framework. Students are encouraged to adhere to ethical practices and maintain the credibility of their academic achievements. This structured approach ensures a **fair, transparent, and unbiased inquiry** process in compliance with the **University of Mumbai Ordinance 5050**.



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 the 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.**





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Disability Policy for Students

In our commitment to fostering an inclusive and equitable environment, we are pleased to announce the implementation of our Disability Policy. This policy aims to ensure that individuals with disabilities have equal access to educational opportunities, programs, and services within our college.

DGMC strives to provide accessible facilities, resources, and services. Our infrastructure is disabled friendly where we provide Ramps, Automatic Elevators and Accessibility to physically challenged students.

The successful implementation of this policy relies on the cooperation of our entire college community. Together, we can create an environment that values diversity and supports everyone in their educational journey.



Dr. Ameet Vora
Principal

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.

- a) Students joining the college are strictly bound by the rules and regulations of the college. Every student must obtain on admission, and wear his / her Identity Card affixed with latest photograph duly attested.
- b) In case of illness, a student must submit a leave application with a doctor's certificate. He / She must personally submit this to the Admin Office within three days of resuming classes.
- c) Students shall not do anything either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
- d) No Society or Association can be formed in the college and no person can be invited to address a meeting without the Principal's prior permission and sanction.
- e) No student shall collect any money or contribution for picnic, trip, and educational visit to any place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
- f) Students are expected to take proper care of college property and to help in keeping the premises neat and clean. Causing damage to the property of the College, e.g. disfiguring walls, doors, fittings, or breaking furniture, etc., is a breach of discipline and the guilty will be duly punished.
- g) Students should not leave their books, valuables and other belongings in the classroom or any other place in the college. The College is not responsible for lost property. However, students may contact the College Office regarding the same.
- h) Students applying for Certificates, testimonials, etc. and those requiring the Principal's signature on any kind of documents or applications should first contact the Office Superintendent. Students should not bring any paper directly to the Principal for signature.
- i) 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 ask such a student to leave the College.
- j) Insubordination and unbecoming language or misconduct on the part of a student are sufficient reasons for his/her suspension or dismissal from the college.
- k) Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to their good behaviour, regular attendance and satisfactory academic performance at College and University Examinations.
- l) All College activities must be organized under the guidance and supervision of the Principal and Professor In-Charge, with prior permission only.
- m) Students must not associate themselves with any activity that is not authorized by the College Principal. A serious view will be taken of students found organizing or participating in such unauthorized activities.
- n) Students using unfair means during examinations will be dealt with strictly, in accordance with University Rules 5050.

- o) It is the responsibility of the student to read the notice-boards regularly for important announcements made by the College authorities from time to time. They will not be excused or be given any concession on grounds of ignorance.
- p) Use of mobile phones is banned inside classrooms, college offices and the library.
- q) Students are prohibited from using the college name for any private or individual event. Violation may lead to permanently debarring such students from the college.
- r) Ragging is strictly prohibited in higher educational institutions, as per the directions of Hon'ble Supreme Court, and University Grants Commission has made provision of 6.1 (o) of the UGC Regulations, 2009. Students involved in any form of ragging will be severely punished.
- s) 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.
- t) Matters not covered under the existing rules will rest at the absolute discretion of the Principal.

Anti-Ragging Norms

- Student(s) 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) 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) 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 2026-27

Internal Anti-ragging Committee

Name	Designation
Dr. Ameer 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. Digvijay Patil	Police Department Sr. Police Personnel, Mumbai
Mr. Viraj Bandekar	Sr. Teaching Staff, DGMC
Mr. Yashwant Baing	Registrar, Sr. Staff Member, DGMC
Mr. Sanman Hutgikar	Sr. Student - DGMC
Mr. Rajendra K Mahapatra	Parent





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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. Ameet Vora
Principal

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 – BA (MMC) /BA (FTNMP) /BMS / BSc. (Data Science) and BSc. (Animation & VFX) and MA–Part1: MA (C & J), MA (MC-FTNMP), MA (PR)

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 – BA (MMC) /BA (FTNMP) /BMS / BSc. (Data Science) and BSc. (Animation & VFX) and MA–Part2: MA (C & J), MA (MC-FTNMP), MA (PR)

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 – BA (MMC) /BA (FTNMP) /BMS / BSc. (Data Science) and BSc. (Animation & VFX) and MA–Part2: MA (C & J), MA (MC-FTNMP), MA (PR)

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.

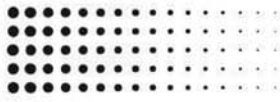
Chatrabhuj Narsee Endowment Freeship Fund Rajasthani Sammelan Education Trust has launched the Chatrabhuj Narsee Freeship Endowment Fund, an initiative aimed at providing financial support to meritorious and needy students across various RSET institutions. This fund helps the students who cannot afford 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.

Shivdevi Deviprasad Goenka Endowment Freeship Fund Rajasthani Sammelan Education Trust has instituted the Smt. Shivdevi Deviprasad Goenka Endowment Freeship Fund to extend financial assistance to deserving and meritorious students pursuing quality education across institutions under RSET. This fund enables students to complete their education and continue their academic journey without financial constraints.

MahaDBT

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



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BSc (Animation & VFX)

MA (C&J)

MA (MC - FTNM)

MA (PR)

For UG meritorious students with a 12th Std Finals Percentage of 85% & above and for PG meritorious students with a CGPI of 8.5 & above or a graduation percentage of 80% & above shall be granted concession in Fees

- **Applicable for The Academic Year 2026-27***

APPLY NOW



Visit Our Website
www.dgmc.org.in

CONTACT US FOR MORE DETAILS

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Admission Cancellation Policy & Process:

Application for cancellation of admission should be made in the prescribed form. Cancellation should be authorised by the Principal.

The process of cancellation of admission for UG programmes is as follows:-

1. Applicants must fill the admission cancellation form available on DGMC official website dgmc.org.in.
2. List of mandatory documents including Cancellation Form to be submitted for the process of cancellation is as follows:
 - (i) Original Fee receipt
 - (ii) Cancelled Cheque
3. Admission cancellation will be processed by the college office.
4. Refund (if applicable) will be sent as per the rules and regulations of DGMC College adopted from the rules of the UGC / University of Mumbai within 4 weeks of submission of the admission cancellation form.
5. The fee charged towards the university share is not refundable if payment is made by the college prior to the date of cancellation.
6. Fee collected towards identity card and library card, admission processing fee and any other course specific fee (Extracurricular Activity Fee) is non-refundable after the commencement of the academic term.
7. All refundable deposits (Library, Laboratory & Caution Money /Security Deposit) shall be returned at the time of cancellation subject to any dues towards the students.

The amount deducted as the table given below:

Description /Period	Deduction Charges
Prior to commencement of academic term and instruction of the Course.	Rs. 500/- lump sum
Up to 20 days after the commencement of the academic term of the course.	20% of the total amount of fees.
From the 21st day up to 50 days after commencement of the Academic Term of the course.	30% of the total amount of fees.
From 51st day upto 80 days after the commencement of the academic term of the course or August 31st whichever is earlier.	50% of the total amount of fees.
From 1st September to 30th September	60% of the total amount of fees.
After 30th September	100% of the total amount of fees.

The total amount considered for the refund of fees of the programs 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. Fees 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 two years 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 1st year admissions. In case of admission Cancellation, Rules and Regulation of parent body is applicable / cut-off date.

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, a 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.

Note:

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

Refund Policy: Diploma/Certificate Course

I. The registration fees once paid for the course will not be refunded for any reason.

II. Before the Commencement of course 20% of course fee will be deducted.

III. After the commencement of the course, there shall be no refund of course 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

The Students' Council is the apex representative body of the college, serving as the primary liaison between the student community and the college administration. The Students' Council of DGMC has been proactively coordinating with various stakeholders and organising meaningful activities aimed at the holistic enrichment and development of its students.

The Cultural Club

The Cultural Club of Deviprasad Goenka Management College of Media Studies is a vibrant and inclusive platform where students discover, showcase, and steadily refine their talents in dance, music, and theatre. Through regular workshops, talent hunts, and focused training sessions, the club is committed to identifying and nurturing artistic potential at every level.

Students are thoughtfully mentored and prepared to represent the college at intercollegiate festivals, including the prestigious University of Mumbai Youth Festival. The club also plays a central role in conceptualising and presenting cultural performances for the college's Annual Day — transforming raw passion into polished, stage-ready artistry, while cultivating creativity, confidence, and a spirit of teamwork among its members.

Women Development Cell

The Women Development Cell (WDC) of the College is committed to fostering gender sensitivity, equality, and empowerment within the academic community. The Cell strives to create a safe, inclusive, and supportive environment where students and staff members can express themselves freely and grow with confidence and dignity. It regularly organizes workshops, awareness programmes, seminars, counselling sessions, guest lectures, and interactive discussions on issues related to women's rights, legal literacy, health and hygiene, mental well-being, leadership, workplace ethics, and gender justice.

The WDC also encourages students to actively engage in community outreach activities, campaigns, and discussions that promote social awareness and responsible citizenship. By addressing contemporary social concerns and encouraging dialogue on gender-related issues, the Cell aims to nurture empathy, respect, and inclusivity among students. Through its various initiatives, the WDC plays an important role in the holistic development of students by fostering confidence, self-reliance, leadership qualities, and a sense of social responsibility.

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 established in 2020, during the challenging pandemic period, a time that only strengthened its founding resolve. True to the spirit of Rotaract, the club's efforts begin at the community level but extend outward to far greater horizons, growing in both reach and impact.

Membership in Rotaract is a commitment to purposeful action — to step beyond one's comfort zone and take ownership of how the club is organised, how its resources are managed, and how its activities are planned and executed. These activities span diverse avenues including entrepreneurship development, professional growth, community service, and physical fitness and sports, among others. Rotaractors also undertake meaningful stand-alone service projects, such as adopting a village or a school in a tribal area, or engaging with any initiative that has the potential to create a lasting and positive difference in society.

Sports Club

The Sports Club offers students a vibrant platform to organise and participate in a wide range of sporting and recreational activities. The club also takes the lead in organising informative talks on healthy lifestyles and the importance of mental and physical well-being, alongside its much-anticipated flagship events - the Inter-Institute Sports Festival and the Annual Sports Day.

Fine Arts Club

At a campus driven by the energy of media and communication, the Fine Arts Club serves as a vital counterbalance - a space where aesthetics, beauty, and artistic sensibility are celebrated and kept alive. The club is dedicated to inspiring students to discover, nurture, and express their creative potential across a rich variety of art forms, including painting, poster design, clay modelling, collage, cartooning, and pencil drawing.

Students are actively encouraged to showcase their talents at intercollegiate competitions and other external platforms, broadening their horizons beyond the classroom. At its heart, the Fine Arts Club fosters a warm sense of community among like-minded artists, creating an environment where students uplift and inspire one another in their individual creative journeys.

Literati Club

The Literati Club is a vibrant literary community dedicated to cultivating analytical thinking, creative expression, and a deep appreciation for the written word. The club not only refines students' literary sensibilities but also nurtures in them critical thinking, logical reasoning, and an enduring curiosity — while building the confidence to articulate their thoughts with clarity and conviction.

At its heart, the Literati Club is a space for those who love literature and wish to share their readings, experiences, and perspectives with like-minded peers. It fosters a spirit of cooperative and collaborative learning, where students engage with texts together, challenge one another's interpretations, and collectively arrive at deeper understanding — making it as much a community of thinkers as it is a community of readers.

Film Club

The Film Club at DGMC curates regular screenings of artistic cinema, documentaries, and short films through its popular Friday series, Bioscope. This forum offers students a dedicated space to watch, discuss, and critically review films, fostering an appreciation for the art of storytelling and visual communication.

Beyond screenings, the club serves as a valuable springboard for students aspiring to build careers in film and media, exposing them to the breadth of liberal arts and sharpening their skills in critical thinking. The Film Club also represents DGMC at the Mumbai India Film Festival, organised by the Films Division of Mumbai, and actively encourages students to participate in and submit their short films to prominent film festivals across the country.

Photography & Cinematography Club

The Photography and Cinematography Club of Deviprasad Goenka Management College of Media Studies is dedicated to nurturing the visual storytelling abilities of aspiring photographers and cinematographers. Through immersive, hands-on learning experiences, the club deepens students' understanding of camera techniques, lighting, composition, and the art of cinematography.

From workshops and photo walks to exhibitions and critique sessions, the club inspires students to explore the technical as well as the creative dimensions of the craft. These initiatives cultivate not only practical skills but also a culture of constructive feedback, peer learning, and sustained artistic growth.

Advertising and Brand Club

The Advertising and Branding Club (ABC) of DGMC brings together passionate and creative minds driven by a shared desire to translate branding theory into real-world practice. The club is committed to offering students a well-rounded exposure to the advertising industry through meaningful industry interactions and engaging on-campus activities. Every event and initiative is thoughtfully designed to spark creative thinking and provide students with a dynamic platform to apply their academic learnings.

NPTEL

NPTEL (National Programme on Technology Enhanced Learning) is a joint initiative of the IITs and IISc, funded by the Ministry of Education (MoE), Government of India. Launched in 2003, it offers over 600 certification courses every semester across approximately 22 disciplines.

Recognising the value of this resource, DGMC has taken the initiative to make these high-quality, free courses accessible to its learners and now proudly serves as an official NPTEL Local Chapter. In this capacity, the college acts as a bridge between NPTEL and its students, guiding them through the processes of enrolment 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 12th October 1978. Recognised as a statutory department of the University of Mumbai since 1994, it is dedicated to fostering a meaningful and sustained rapport between the university and the wider community, while sensitising students to the socio-cultural realities of society. Under this initiative, degree college students undertake extension work projects addressing pressing social issues. Upon successful completion of 120 or 240 hours of work, accompanied by the timely submission of a project report, students are awarded 10 additional marks in their final examinations - a recognition of their commitment to community engagement and social responsibility.

Green Club

The Green Club is a dynamic, student-led initiative committed to fostering environmental consciousness and a culture of sustainable living on campus. Driven by a mission to build a greener future, the club organises cleanliness drives, tree plantation campaigns, recycling initiatives, and awareness sessions that encourage students to think and act responsibly towards the environment.

Reflecting its broader commitment to environmental leadership, DGMC actively participates in the Youth for Environment, Water, and Sustainability (YEWS) Programme - an initiative by the Department of Higher Education (DHE), Mumbai - which empowers students to take meaningful roles in environmental preservation. Together, the Green Club and YEWS equip students with hands-on experience in sustainability, nurturing them into informed, conscientious, and responsible citizens of tomorrow.

Institution Innovation Council (IIC)

The Institution Innovation Council (IIC) of the College serves as a vibrant platform for promoting innovation, creativity, entrepreneurship, and research-oriented learning among students and faculty members. Established with the objective of developing an innovation-driven academic culture, the Council encourages students to think critically, explore new ideas, and develop practical solutions to contemporary challenges in media, communication, and management studies.

The IIC regularly conducts workshops, expert talks, panel discussions, start-up interactions, field visits, innovation challenges, and skill-development programmes to expose students to emerging industry trends and entrepreneurial opportunities. It motivates students to participate in ideation activities, research projects, internships, and collaborative learning experiences that strengthen their analytical and problem-solving abilities. The Council also seeks to bridge the gap between academia and industry by creating opportunities for experiential learning, networking, and interdisciplinary collaboration.

Through its initiatives, the IIC aims to nurture entrepreneurial mind-sets, leadership skills, and innovative thinking, thereby preparing students to become dynamic professionals and socially responsible contributors to society.



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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



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Application for Semester I/II/III/IV/V/VI ATKT INTERNAL 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



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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)



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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)



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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)



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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 ~~with~~ 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: _____

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 Receipt / ICard)

1. FYBAMMC / FYBAFTNMP
2. SYBAMMC / SYBAFTNMP

Signature of the Parents _____ Signature of the students : _____

Signature of Principal: _____ Date: _____

Receipt No. _____ Date _____ Amount _____



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

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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



Name of the Student :

Contact No.....

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

SUB : ID CARD

Respected Sir / 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



Name of the Student :.....
Contact No.....

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

Date:_____

SUB: Security Deposit Refund

Respected Sir / Madam,

I, Mr./Mshereby request you to

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

Receipt No..... dated..... In the class of FY DivRoll 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 (All Years)
- 2] Cancel Cheque

OFFICE USE

Received application for refund of Security Deposit from

Ms/Mr of Class

FY DivRoll No Receipt No Date

Date :

Receiver's Signature



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. 200/- per copy of LOR / per faculty.



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ADMISSION CANCELLATION FORM

Date: _____

DETAILS OF THE STUDENT

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

Address: _____

Phone No.: _____ Email ID: _____

Receipt No.: _____ Date: _____ Amount: _____

Bank Name: _____ Branch: _____

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

Remarks for Cancellation: _____

Library: Dues / NO Dues

Signature of Librarian

Admin Staff Signature
(Eligibility Department)

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

Signature of Principal: _____ Signature of Academic Coordinator: _____

Acknowledge Receipt

Received from _____

Application for Admission Cancellation on _____ Receiver Signature

***Required Documents along with form: 1-Fee Receipt 2-Identity Card 3-Cancelled Cheque**



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Library & Caution Money Deposit

Respected Sir / Madam,

I, Mr./Ms.....hereby request you to refund of Library and Caution Money Deposit which I had paid during the First Year admission vide- Receipt No..... datedin 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. :..... IFSC Code

Encl :

- 1] **Original Fees Receipt of Sem I, Sem III & Sem IV**
- 2] **Xerox copy of Bank Pass Book (1st Page) or Cancel Cheque xerox**

.....

Received application for refund of Library and Caution Money Deposit from:
..... of Class
FY Div.....Roll No..... Receipt No.....Date

Date :

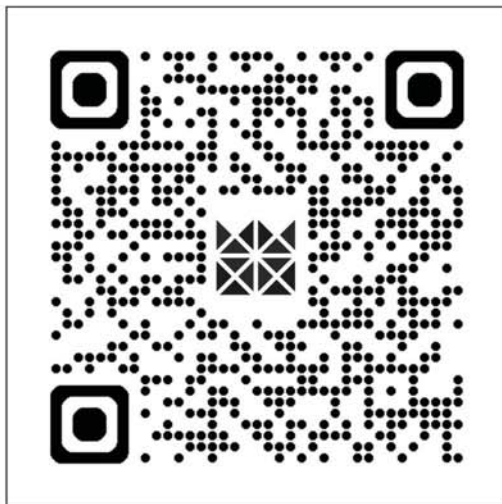
Receiver's Signature



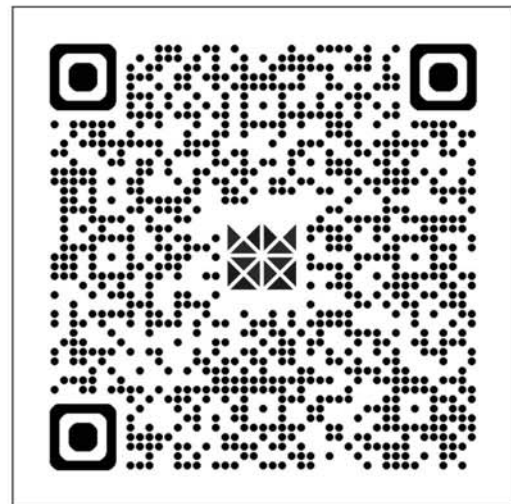
Facebook



Instagram



Youtube



LinkedIn



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