

Procedure for Online Admission

Admissions to FY-BAMMC & FY-BAFTNMP at RSET's **Deviprasad Goenka Management College of Media Studies** will be through online system only.

I. PRE ADMISSION ONLINE REGISTRATION ON THE UNIVERSITY OF MUMBAI WEBSITE :

1. Please fill the Pre-Enrollment form on University of Mumbai website by logging on to : <http://mum.digitaluniversity.ac> and select **Deviprasad Goenka Management College of Media Studies** as the option and follow the instructions displayed on the website . After registering, they must save the Pre- Enrollment Registration form and upload the same with the college admission form.
2. The registration number of University of Mumbai's Pre-Enrollment Registration form is required and mandatory to be entered in the College online Application form.
3. The college application form is an online form, available on www.dgmc.org.in

Please fill the online application and upload the scanned copy of the following documents:

- a. **University Pre- Enrollment Registration form**
- b. **Passport Size Photo**
- c. **XII Standard Marksheet**
- d. **X Standard Marksheet**
- e. **Leaving Certificate**
- f. **Transfer/Migration Certificate**
- g. **All relevant documents (as required and applicable in different categories)**

Note:

- **Please upload a proper passport size photo taken on a clear background.**
- **Documents should be properly scanned. An image/ Photo taken from a mobile shall not be accepted as a valid document.**
- **Documents required in different categories is already mentioned in the Prospectus.**
- ** Incomplete Admission forms shall not be considered for the merit list.**

4. On successful submission of Online Application form and scanned documents, the application will be verified by the Admission Committee of the college.

5. All verified applications will be considered for selection in merit list and will be offered provisional admission on the basis of merit.
6. The merit list will be displayed on the college website and on the notice board in college.
7. On selection in the Merit-list, the student would be sent an SMS and Email for payment of fees. Fee is to be paid online, using Net Banking, Debit Card or Credit card.
8. As per the University Guidelines, after the student's name appears in the Merit List he/she shall have to fill a Declaration Form or an Undertaking which shall be sent to him along with the payment link. The student shall be provisionally admitted only upon payment of fees, completion and submission of the Declaration form
9. The admission will be provisionally granted and it shall be subject to verification and submission of the original documents.
10. On successful fee payment, an acknowledgment shall be sent to the registered email ID of the student.
- 11. If a student fails to submit the original documents or if the details provided in the application form do not match with the original documents, the provisional admission shall stand cancelled and the fees paid shall not be refunded.**
12. For any queries you may write to admissions@dgmcms.org.in or call us on 9004444091 / 95