



ADD-ON COURSES 2018-19 A SUMMARY REPORT

Contents
1) Summary Table
2) Details of each course
a. Name of the course
b. Course outline
c. MOU
d. Names of students enrolled
e. Attendance sheets
f. Assessment procedure and Outcome
3) List of students signed by Principal for all courses

1) SUMMARY TABLE

S. No.	Name of course	Total number of students enrolled
1	Financial Management	11
2	Corporate Communication and Public Relations	11
3	Media Studies	40
4	Advertising and Marketing Communications	38
5	Camera and Photography	8
6	French Language	39
7	Spanish Language	18
	Total	165

NAME	FINANCIAL MANAGEMENT (GP05FM)
COURSE OUTLINE	MODULE 1 • Introduction to Financial Accounting • Preparation of Financial Statements • Financial Statements of Limited Companies • Annual Report • Introduction of Cost Concepts • Cost-Volume-Profit Analysis • Decision involving Alternate Choices. MODULE 2 • Introduction to Financial Management • Time value of Money • Introduction to Risk and Return • Valuation of Securities • Financial Statement Analysis • Financial Forecasting



	• Cost of Capital • Basics of Capital Expenditure Decisions • Analysis of Project Cash Flows • Cases and Exercises • Time value of money • Introduction to Risk and Return. • Valuation of Securities. • Cost of Capital. • Basics of Capital Expenditure Decisions. MODULE 3 • Leverage • Capital Structure Theories • Capital Structure Policy • Dividend Policy • Management of Working Capital • Estimation of Working Capital Needs • Inventory Management • Receivables Management • Treasury Management and Control • Financing Current Assets • Risk Analysis and Optimal Capital Expenditure Decision • Current Development • Cases and Exercises • Capital Structure • Dividend Policy
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Jesus and Mary College

University of Delhi
Chanakypuri, New Delhi - 110021

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Tel No. : +(91)-(011)-26110041, 26875400

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Website : <http://www.jmc.ac.in>

Email Id : jmcadmn@yahoo.co.in
info@jmc.ac.in
principal@jmc.ac.in

MOU

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Government of National Capital Territory of Delhi	
e-Stamp	
 सत्यमेव जयते	
Certificate No.	: IN-DL49111849058580Q
Certificate Issued Date	: 11-Jul-2018 01:26 PM
Account Reference	: IMPACC (IV) d/738503/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL73850302230830667431Q
Purchased by	: AVNEET BAGGA
Description of Document	: Article/ Others
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: AVNEET BAGGA
Second Party	: Not Applicable
Stamp Duty Paid By	: AVNEET BAGGA
Stamp Duty Amount(Rs.)	: 10 (Ten only)

.....Please write or type below this line.....

MEMORANDUM OF UNDERSTANDING (MOU)
2018-2019

Jesus & Mary College (JMC) University of Delhi in collaboration with Focus Learning Group (FLG) New Delhi, has agreed to offer Joint Professional Certificate Programs for the 12th successive year at JMC premises on the following terms and conditions with the purpose of providing value addition to students

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principal@jmc.ac.in

Programs to be offered

Joint Professional Certificate Programs:

- 1) **Business & Creative Writing**
- 2) **Corporate Communication & Public Relations**
- 3) **Financial Management**
- 4) **Investment & Risk Management**
- 5) **Financial Planning & Wealth Management**
- 6) **Personality Integration & Effectiveness**
- 7) **Progressive Journalism**

Duration of program – 60 hours (15 sessions of 2 hours each – Classroom Interaction & 30 hours of field/practical assignments) / 6 months joint certificate / over by January
Program fee – Rs. 15,000/- per student plus taxes if & so applicable from time to time

Responsibilities of Focus Learning Group

- Ensure high quality classroom delivery to enrolled students and jointly award certificates.
- Ensure smooth functioning of the programs.
- Guide for and provide any necessary learning material to support/enhance the experience, the cost of which to be borne by enrolled students.
- Trainer's fee to be borne by FLG.

Responsibilities of Jesus & Mary College

- Provide the premises, i.e. classroom with projector for all programs.
- Create awareness about the programs through posters, pamphlets and/or banners provided by FLG and utilize the college website for maximum reach.
- Help FLG organize pre-program session/s to encourage and counsel students, whenever necessary.
- Collect fee – Rs. 15,000/- per student. Retain 30% of the fee i.e. Rs. 4,500 per student (Rupees Four Thousand Five Hundred Only) to meet out the facility, administration, equipment expenses and remit Rs. 10,500 per student (Rupees Ten Thousand Five Hundred Only) to FLG after last session of the programs.

Complete Agreement

This document represents the entire understanding between Focus Learning Group (FLG) and Jesus & Mary College (JMC) and no variation of its terms shall be valid unless made in writing and signed by both the parties.

The blue round logo on the letterhead is the first and original for documentation purposes. Certificate will have the new colorful design/creation depicting the intertwined angles (to be interpreted as amalgamation of perspectives) along with the tagline for millennial generation; Your Aspirations Your Actions.

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The term of this MOU shall be valid from August 1 2018 till July 31 2019. Based on the success of this 12th session, the MOU may be renewed further keeping in mind the cost and value consideration at that point in time.

Termination or Premature Termination of the MOU shall not release the parties from any payment, liability or any other obligation as may exist on the date of termination. However, either party can exercise the right to cancel this agreement in writing with feedback and by giving at least 30 days notice along with, in case the circumstance so requires.

For Jesus & Mary College	For Focus Learning Group
<i>Sr. Rosily Jm</i>	<i>Amrit Bagga</i>
Sr. (Dr.) Rosily Jm Principal Jesus and Mary College University of Delhi Chanakyapuri New Delhi - 110021	Amrit Bagga Director
Witness	Witness
<i>Allesahf</i>	<i>Anita Sharma</i>

NAMES OF STUDENTS

S. No.	Name of the student
1	Poonam Soni
2	Trapti Kansal
3	Diksha Kumar
4	Himanshi Singh
5	Khushi Kalra
6	Gauravi Jaiswal
7	Bhabya
8	Isha Midha
9	Akanksha John
10	Navdha Balhara
11	Ojasvi Chugh

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ATTENDANCE SHEET

Focus Learning Group (FLG) - Jesus & Mary College (JMC)																	
2018 - 2019																	
		Financial Management															
		Participant Attendance															
		Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10	Session 11	Session 12	Session 13	Session 14	Session 15	Session 16
S.No	Participant Name	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
1	Himanshi Singh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Trapti Kansal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Isha Midha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Poonam Soni	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Khushi Kalra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Gauravi Jaiswal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Bhabya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Akanksha John	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Diksha Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	NANDINI BHATNAGAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	CHHAVI CHUGH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12																	
	Head's Signature	[Signatures]															

ASSESSMENT PROCEDURE AND OUTCOME

The programme gave students a platform to understand the choice of Investment and alternatives / factors affecting asset allocation. Basics and working of general and life insurance, Mutual funds, real estate markets with factors affecting risk and return, concept of estate planning were taught. It also gave them insights into working of Financial Markets, Evaluation Concept, Risk & return related to various asset classes, Value equity & bonds, Mutual Funds & Portfolio Management – The fundamentals of all these concepts were taught & explained keeping in mind the contemporary market & changes ahead. The program also centered on bettering crucial skills of individual's personality, professional communication and Emotional intelligence; that helped the students become corporate and life ready. Each of these skills is instrumental in preparing the overall development and outlook of students.

After understanding these concepts, the students can apply for jobs at Banks NBFCs' & Financial Institutions. Individuals can also do freelancing provided they have thoroughly practiced the concepts taught.

Participants were evaluated through quizzes, participation in discussions, presentations and project work. Student were also taken through a battery of tests and other tools in order to access these skills individually. Development areas that were limiting the potential of a student were identified and each area was worked upon for overall awareness. Students were given assignments & projects concerned with Self-analysis and Development, Communication Effectiveness and Emotional Intelligence. All students successfully completed the course for the year.

NAME

CORPORATE COMMUNICATION AND PUBLIC RELATIONS (GP02CCPR)

COURSE OUTLINE

- History and practice of public relations in Indian and global setting – The importance of communication in a spectrum of corporate setting is analyzed. Need and role of PR professionals is studied.
- Communication ethics, law and regulation is discussed.
- Media Environment in India and the world – Building and maintaining relationships of credibility with the media and



	developing methodology for the successful practice of media relations. The overview of the print, electronic and digital media is given and PR is understood in the context of a fast-growing, fast-changing media. • Developing specialized skills for effective writing including brainstorming, researching, planning, structuring, wording, presenting, rewriting are taught through drill exercises in reading and understanding corporate news and literature. • Qualitative research methodologies to produce knowledge-driven programs and to measure the outcome of marketing strategies are discussed. • Developing strategic communication plans that include blending internal and external initiatives to accommodate core company principles are shared. Anticipating crisis situation and doing crisis management is understood. Organizing press conferences and media meetings, issuing press releases is taught. • Even Management and Planning – Importance of events for corporate marketing and the kind of events with differing deliverables is studied. The opportunity for cross promotion and co-branding to bring value addition for the client/s is understood. Preparation and budgeting for events, role of vendors and media opportunity at every stages is taught in details. • Case Studies – Introduction to real life communication campaigns by leading companies. The structure of PR firms and how they function is understood. • Assignments
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For Jesus & Mary College	For Focus Learning Group
<i>Sr. Rosily Jm</i>	<i>Amrit Bagga</i>
Sr. (Dr.) Rosily Jm Principal Jesus and Mary College University of Delhi Chanakyapuri New Delhi - 110021	Avneet Bagga Director
Witness <i>Allesahf P</i>	Witness <i>Anita Sharma</i>

NAMES OF STUDENTS

S. No.	Name of the student
1	Manpriya Kaur Sodhia
2	Jacqueline
3	Aashi Makhija
4	Melitta Stark
5	Fatima Boktoo
6	Diya Tuli
7	Aarushi
8	Sanchi Aggarwal
9	Vagisha Saharan
10	Shreya Rai
11	Anmol Shikhawat

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ATTENDANCE SHEET

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Corporate Communication & Public Relations		Participant Attendance															
S.No	Participant Name	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10	Session 11	Session 12	Session 13	Session 14	Session 15	Session 16
1	Melitta A Stark	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
2	Manpriya Kour Sodhi	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
3	Aashi Makhiya	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
4	Fatima Boktoo	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
5	Vagisha Saharan	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
6	Jacqueline M Jacob	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
7	Aamod Shekhawat	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
8	Shreya Rai	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
9	Aarushi	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
10	Divya Tuli	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
11	Sanchi Aggarwal	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A	P/A
12																	
13																	
14																	
15																	
Head's Signature																	

ASSESSMENT PROCEDURE AND OUTCOME

Industry professionals were in charge of delivering the sessions using interesting case studies and newspapers/magazines were utilized as books to understand the diversity of communications space.

Films and documentaries were screened, visits were made to media houses and All India Radio to engage the students with professionals from diverse media backgrounds. Students benefited from several classroom exercises; they were able to make effective presentations and contribute to group discussions. The challenge and essence of writing was grasped through drafted mock press releases, background notes and introductions.

Some students opted for communications-oriented jobs and those keen on pursuing Post Graduate programs found these sessions and exercises very useful in their tasks ahead.

Assessments are done through viva-voce, quizzes and presentation. All students successfully completed the course for the given year.

NAME	MEDIA STUDIES (CP04MS)
COURSE OUTLINE	Course Overview: The course will cover modules of Print Media, Photography and aesthetics (to cover both indoor and outdoor shoots), Film Appreciation, TV Production, Anchoring and Radio Jockeying. Topics: - Introduction to media and Journalism. Discussions about related work profiles (Indian context) - Radio program Production.

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- Voice grooming, Diction and Presentation
- Scriptwriting and Studio Training
- Project Work
- TV and Film Studies
- Film Appreciation, Camera Shots and Angles
- Direction basics
- Project Work-Group Activity
- Journalism (Print, Web, TV)
- News and report writing
- Photo Journalism
- Basics of Internet marketing
- TV News Reading and Reporting

MOU

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सत्यमेव जयते

Certificate No.	: IN-DL25374281135603Q
Certificate Issued Date	: 12-May-2018 12:13 PM
Account Reference	: IMPACC (IV)/ dl908903/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL90890354598461123949Q
Purchased by	: JESUS AND MARY COLLEGE
Description of Document	: Article 5 General Agreement
Property Description	: D1-E4, SAN MARTIN MARG, BAPU DHAM, CHANAKYAPURI, NEW DELHI- 110021
Consideration Price (Rs.)	: 0 (Zero)
First Party	: JESUS AND MARY COLLEGE
Second Party	: R K FILMS AND MEDIA ACADEMY
Stamp Duty Paid By	: JESUS AND MARY COLLEGE
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)

Please write or type below this line.....

Memorandum of Understanding
Between
JESUS & MARY COLLEGE, NEW DELHI (INDIA)
AND
RK FILMS AND MEDIA ACADEMY, NEW DELHI (INDIA)

This Memorandum of Understanding is made and entered into on 14th day of May 2018 between the parties as follow:

Page 1 of 7

For R.K. Films & Media Academy

Auth. Sign./Director

Sr. Ronly M
Officiating Principal
Jesus & Mary College
Chanakyapuri,
New Delhi-110021

Statutory Alert:
1. The authenticity of this Stamp Certificate should be verified at "www.shclstamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.



The Parties

The **Jesus & Mary College** (a constituent college of University of Delhi) located at Chanakyapuri, New Delhi- 110021 represented through its Principal, Sr. (Dr.) Rosily T.L. rjm, (hereinafter referred as JMC) which expression shall, unless excluded by or repugnant to the context, be deemed to include its administrators, executors, liquidators, successors in interest and permitted assigns of the **First Part**

AND

R. K. Films & Media Academy, New Delhi (an unit of R K Educational Trust) with its registered office at 8A/8, W.E.A, Karol Bagh, New Delhi 110005 through its authorized representative, Mr. Deepak Bansal (hereinafter referred as RKFMA) which expression shall, unless excluded by or repugnant to the context, be deemed to include its administrators, executors, liquidators, successors in interest and permitted assigns of the **Second Part**.

Whereas, the JMC is desirous of imparting skill oriented training in Media & Entertainment Industry for the prospective learners/ students seeking to learn the skills related to this sector for suitable work opportunities. And whereas, RKFMA seeks to partner with the JMC to offer specially designed add-on courses programs in the field of Media studies and etc.

Therefore JMC and RKFMA, upon the premises and covenants mentioned hereinafter, each individually a Party, and collectively referred to as Parties, agree to work together:

1. **OBJECT:** To facilitate prospective learners/students interested in pursuing Media & Communications related add-on courses at Jesus & Mary College as proposed & conducted by RKFMA and as per annexures 1, 2 & 3 attached to this MoU.
2. **CERTIFICATION:** On successful completion of the course(s) by learner(s), Jesus & Mary College & RKFMA shall issue joint certificate(s) of the course(s) completed countersigned by the authorized person(s) of JMC & RKFMA.
3. **ADMINISTRATION:** Students will be responsible for fulfilling all financial obligations, including tuition and all required fee applicable for the course(s) of their respective choice. Jesus & Mary College may, at its option, appoint any of its staff or faculty members to act as representatives from its College as course coordinators and key officers from College to keep track of the enrolments for the courses, its proper delivery/ training by RKFMA, fee collections, etc. to safeguard the interest of all concerned.
4. **ADD-ON COURSE(S) TITLE, FEE, SYLLABUS, ELIGIBILITY, & OTHER DETAILS:** The add-on course to be run under this MoU & their respective fee, are detailed in Annexures 1, 2 & 3 respectively.
5. **FEE SHARING, REIMBURSEMENTS & CALCULATIONS:**
JMC shall collect and share the course fee receipts for the add-on courses with RKFMA in the following ratio:

JMC (30%) : RKFMA (70%)

Page 2 of 7

For R.K. Films & Media Academy

[Signature]
14/5/2018



JMC shall, on receipt basis, pay to RKFMA its complete fee share of 70% to meet out the expenses of advertising & publicity, lectures, tutorials & practical classes, teachers' honorarium(s).

6. **PRINTING AND STATIONARY:** JMC shall make available the admission forms for the students and retain its sale proceed with it. Any other printed material if requires, e.g. course information brochure shall be got printed by RKFMA at its option.

7. **RKFMA OBLIGATIONS:** As a part of its deliverables for the proposed association with Jesus & Mary College, RKFMA agrees to:

- 7.1. To design and develop the syllabus, curriculums, structure of the add-on courses.
- 7.2. To design and develop facilities for conducting studio practical classes at the premises of Jesus & Mary College at the cost of JMC. For this The JMC, upon its discretion, may exercise the option of utilizing the facilities already available at the Campus of RKFMA, New Delhi.
- 7.3. Support & assist JMC in designing the brochures, pamphlets, banners etc. for effective implementation of marketing and visibility drive and public relations programs for this initiative to generate awareness about the initiative amongst the target audience. RKFMA can release advertisement(s), news and press releases (in print, electronic, web media) for the promotion of the add-on courses at own discretion and costs.
- 7.4. Maintain student's records and confidentiality of the same.
- 7.5. To advise and recommend any needed additions in number of add-on courses, advise and recommend modifications and up-dation that may be required in the existing add-on courses and implement the same accordingly after the consent of JMC.

8. **JESUS & MARY COLLEGE OBLIGATIONS**

- 8.1. Allow use of College's logo, web-links, contact information, videos, photos or other creatives (whether in print or electronic forms) at/in RKFMA promotions materials, websites/online, activities and advertisements (whether in print or electronic forms).
- 8.2. Allot minimum one classroom in the JMC's premises with requisite furniture and fixtures, electricity, fans, lighting, instruction boards/ markers, almira(s) etc exclusively to be used by RKFMA for the training of students enrolled in add-on courses.
- 8.3. Provide, on occasions, its College Auditorium along with audio/video/lights/power-backup and spaces within its premises for the promotion of the course to be done by RKFMA, at no extra costs.
- 8.4. Collect fee for the add-on courses and maintain proper record and account of its affair at the JMC.
- 8.5. Determine the timings of the classes of add on courses to be run by RKFMA, with mutual consent.
- 8.6. To ensure that the interest of RKFMA & its properties are not effected in anyway by the activities of any students and teachers unions operating in the vicinity.
- 8.7. To keep the peons/ gatekeepers/ guards/ electrical technicians, etc duly informed about the support that may be needed by RKFMA in smooth execution of the roles and responsibilities entrusted. To allow the entry of the enquiring/ admitted candidate for the courses to be run through RKFMA

for R.K. Films & Media Academy

Page 3 of 7

[Signature]
Auth. Sign. Director
14/5/2018

Jesus and Mary College

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Tel No. : +(91)-(011)-26110041, 26875400
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principal@jmc.ac.in

8.8. To enforce upon students that no refund of fees, already paid by them, shall be entertained. Also not to allow/permit defaulting candidates to attend the classes. JMC is supposed to provide Identity cards to students.

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In witness whereof the parties hereto have signed this MOU on this 14th day of May 2018 mentioned herein before at New Delhi.

For and On behalf of First Part

For R.K. Films & Media Academy
For and on behalf of Second Part

Principal, Jesus & Mary College

Managing Trustee, RK Films & Media Academy

Witness(es):
Name: Principal, Jesus & Mary College
Address: Chanakyapuri, New Delhi-110021

Witness(es):
Name: N. C. BANSA
Address: S-11, NEW M.S.C. FANS, PRASAD NAGAR, NEW DELHI-110005



Annexure 1

Certificate Program in Media Studies

Course Overview

This course will cover modules of Print Media, Photography & Aesthetics (to cover both indoor and outdoor shoots), Film Appreciation, TV Production, Anchoring and Radio Jockeying.

Topics

1. Introduction to Media & Journalism. Discussions about related work profiles - (Indian context)
2. Radio Program Production 2.1. Voice Grooming, Diction & Presentation 2.2. Scriptwriting & Studio Training 2.3. Project Work
3. TV & Film Studies 3.1. Film Appreciation, Camera Shots & Angels 3.2. Direction basics 3.3. Project Work - Group Activity
4. Journalism (Print, Web, TV) 4.1. News & Report Writing; 4.2. Photo Journalism 4.3. Basics of Internet Marketing 4.4. TV News Reading & Reporting

Course Delivery

The sessions shall be planned with tutorials followed by bi-weekly project and academic assignment breaks to enable the students complete their projects and assignments before they progress to the next modules. Classes (theory and practical) can also be conducted at the campus of RKFMA.

Course Duration

Six months maximum

Total sessions / Total Hours (Theory + Practical)

Forty sessions / Sixty hours

Course Fee

Rs.15,000/- in lumpsum

Eligibility

Minimum 10+2 qualified or equivalent.

Candidates appearing the qualifying examinations may also apply and enroll.

Classes may be offered co-educational pattern as well.

Screening and shortlisting of the applicants for admissions to be conducted by the JMC & RKFMA, wherever found necessary.

For R.K. Films & Media Academy

Auth. Sign. 15/5/2018

Page 5 of 7

NAMES OF STUDENTS

S. No.	Name of the student
1	Ragini Sharma
2	Ishika Nijhara
3	Manya Rastogi
4	Malvika Mathur
5	Ann Maria Anil
6	Muskan Singla
7	Dakshina Dandriyal
8	Akriti Kispontta
9	Shalvi Mittal
10	Caroline Dcruz
11	Lubhavni Otwal

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Email Id : jmcadm@yahoo.co.in
info@jmc.ac.in
principal@jmc.ac.in

	12	Rishika
	13	Ria Sawhney
	14	Karuna Malhotra
	15	Shareena Khan
	16	Riya Abraham
	17	Sofia
	18	Simran Gupta
	19	Shreshtha Gill
	20	Neha Miglani
	21	Ruchi Verma
	22	Roshini Tripathi
	23	Apoorva Bali
	24	Nandini Singh
	25	Merin Varghese
	26	Sana Akhtar
	27	Komal
	28	Divesha Goyal
	29	Sushmita Ray
	30	Anjori Narula
	31	Vanshika Singh
	32	Aanchal Mittal
	33	Ruchi Kansal
	34	Suruchi Sharma
	35	Mohini Singh
	36	Jyoti Choudhary
	37	Diksha Sharma
	38	Pooja Yadav
	39	Sonali Ahuja
	40	Riya Bansal

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principal@jmc.ac.in

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ATTENDANCE REGISTER of the MENA STUDIES																			
उपस्थिति रजिस्टर																			
Serial No. क्र.सं.	NAME नाम	Rank रैंक	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
for the month of October 2018																			
मास																			
21 22 23 24 25 26 27 28 29 30 31																			
Open Time उपस्थिति शुरू																			
Leave Time उपस्थिति समाप्त																			
Total Days कुल दिनों																			
Amount रकम																			
Rs. P. Rs. P. Rs. P. Rs. P.																			
Signature हस्ताक्षर																			
1	RAVANI SHARMA																		
2	ISHIKA NISHARA																		
3	MANYA RASUJI																		
4	MALIKA NATHAR																		
5	SURUCHI SHARMA																		
6	ANJ MARIA ANIL																		
7	MUSKAN SINGHA																		
8	NAKSHINA DANDANAL																		
9	MR AKRITI KISAPONTA																		
10	SHALVI MITTAL																		
11	CAROLINE CORUZ																		
12	LURZHANVI OTWAL																		
13	RISHIKA																		
14	RIA SANJANEY																		
15	KARUNA NAUKTRA																		
16	SHARFENJA KHAN																		
17	RIYA ABIRAMAN																		
18	SIFA																		
19	SIMRAN GUPTA																		
20	SHRESHTHA GILL																		
21	NEHA MIGLANI																		
22	RUCHI VERMA																		
23	ROSHANI TRIPATHI																		
24	APORVA BOLI																		
25	NAANDINI SINHA																		
26	MERIN VARGHESE																		
27	JANA AKHTAR																		
28	KOMAL																		
29	DIVESH GYAL																		
30	SHIMMITA RAY																		
31	NIKSHA SHARMA																		

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21

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ATTENDANCE REGISTER of the MEDIA STUDIES																				for the month of DECEMBER 2018 JANUARY 2019																		
Serial No.	NAME	Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Leave Time	Amount	Advance	Balance	Signature
1.	RAGINI SHARMA	A																																				
2.	ISHIKA NIJHARA	A																																				
3.	MANYA RASTOGI	A																																				
4.	MALVIKA MATHUR	P																																				
5.	SURUCHI SHARMA	A																																				
6.	ANN MARCIA ANIL	P																																				
7.	MUSKAN SINGH	P																																				
8.	DAKSHINADANDRIYAL	P																																				
9.	SHALVI MITTAL	P																																				
10.	CAROLINE DERUZZ	A																																				
11.	LUBHANI OTJAL	P																																				
12.	RISHIKA	A																																				
13.	RIA SANNHEY	A																																				
14.	AKRITI KISPOHA	A																																				
15.	KARUNA MALHOTRA	P																																				
16.	SHAREENA KHAN	P																																				
17.	RIYA ABRAHAM	A																																				
18.	SOFIA	A																																				
19.	SIMRAN GUPTA	A																																				
20.	SHRESHTHA GILL	A																																				
21.	NEHA MIGLANI	A																																				
22.	RUCHI VERMA	A																																				
23.	KUSHANI TRIPATHI	A																																				
24.	APOORVA BALI	P																																				
25.	MERTIN VARGHESE	A																																				
26.	NANDINI SINGH	P																																				
27.	SANA AKHTAR	P																																				
28.	KOMAL	P																																				
29.	DIVESH GOYAL	A																																				
30.	SUSHMITA RAY	P																																				
31.	DIKSHA SHARMA	P																																				

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Serial No.	NAME	Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Leave Time	Amount	Advance	Balance	Signature
32.	ANJURI NARULA	P																																				
33.	VANSHIKA SENGH	A																																				
34.	AANCHAL MITTAL	A																																				
35.	RUCHI KANSAL	A																																				
36.	MOHINI SINGH	A																																				
37.	JYOTI CHOUDHARY	A																																				
38.	SONALI AHUJA	A																																				
39.	Pooja Yadav	P																																				
40.	RIYA BANSAL	A																																				

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ASSESSMENT PROCEDURE AND OUTCOME	The course aims to learn various aspects of Mass Media. The students learnt - traditional patterns or styles of writing scripts and screenplay for films, TV shows and advertisements apart from elements of direction (particularly related to Indian regional cinema) - manner/ techniques for voice narration whether as a storyteller, event host or radio broadcaster - video news reporting - basics of video editing, publishing and optimization (using a video streaming platform like YouTube) Students were assessed on hands on activities, projects and terminal examination. All students successfully completed the course for the given year.
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NAME	ADVERTISING AND MARKETING COMMUNICATIONS (CP02AMC)
COURSE OUTLINE	Course Overview: The Advertising and Marketing Communication course programme comprises application-based instruction by industry professionals. Designed to give working knowledge of Advertising and Marketing Communication and how they inter-relate, the course comprises of modules, research projects and workshops. Topics: • Marketing principles and Concepts • Understanding the Advertising Industry • Market research • Direct marketing • Advertising Campaign and Strategy • Public Relations and Client Servicing • Fundamentals of Digital Marketing Course Training Methodology: • Lecture and demonstrations
MOU	INDIA NON JUDICIAL Government of National Capital Territory of Delhi e-Stamp Certificate No. : IN-DL25374281135603Q Certificate Issued Date : 12-May-2018 12:13 PM Account Reference : IMPACC (IV)/ dl908903/ DELHI/ DL-DLH Unique Doc. Reference : SUBIN-DL25374281135603Q Purchased by : JESUS AND MARY COLLEGE Description of Document : Article 5 General Agreement Property Description : D1-E4, SAN MARTIN MARG, BAPU DHAM, CHANAKYAPURI, NEW DELHI- 110021 Consideration Price (Rs.) : 0 (Zero) First Party : JESUS AND MARY COLLEGE Second Party : RK FILMS AND MEDIA ACADEMY Stamp Duty Paid By : JESUS AND MARY COLLEGE Stamp Duty Amount(Rs.) : 100 (One Hundred only) Please write or type below this line..... Memorandum of Understanding Between JESUS & MARY COLLEGE, NEW DELHI (INDIA) AND RK FILMS AND MEDIA ACADEMY, NEW DELHI (INDIA) This Memorandum of Understanding is made and entered into on <u>14th</u> day of May 2018 between the parties as follow: <i>Dr. Ronny Singh</i> Officiating Principal Jesus & Mary College Chanakyapuri, New Delhi-110021 <i>R.K. Films & Media Academy</i> Auth. Sign./Director Page 1 of 7 Statutory Alert: 1. The authenticity of this Stamp Certificate should be verified at "www.shilestamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid. 2. The onus of checking the legitimacy is on the users of the certificate. 3. In case of any discrepancy please inform the Competent Authority.



The Parties

The **Jesus & Mary College** (a constituent college of University of Delhi) located at Chanakyapuri, New Delhi- 110021 represented through its Principal, Sr. (Dr.) Rosily T.L. rjm, (hereinafter referred as JMC) which expression shall, unless excluded by or repugnant to the context, be deemed to include its administrators, executors, liquidators, successors in interest and permitted assigns of the **First Part**

AND

R. K. Films & Media Academy, New Delhi (an unit of R K Educational Trust) with its registered office at 8A/8, W.E.A, Karol Bagh, New Delhi 110005 through its authorized representative, Mr. Deepak Bansal (hereinafter referred as RKFMA) which expression shall, unless excluded by or repugnant to the context, be deemed to include its administrators, executors, liquidators, successors in interest and permitted assigns of the **Second Part**.

Whereas, the JMC is desirous of imparting skill oriented training in Media & Entertainment Industry for the prospective learners/ students seeking to learn the skills related to this sector for suitable work opportunities. And whereas, RKFMA seeks to partner with the JMC to offer specially designed add-on courses programs in the field of Media studies and etc.

Therefore JMC and RKFMA, upon the premises and covenants mentioned hereinafter, each individually a Party, and collectively referred to as Parties, agree to work together:

1. **OBJECT:** To facilitate prospective learners/students interested in pursuing Media & Communications related add-on courses at Jesus & Mary College as proposed & conducted by RKFMA and as per annexures 1, 2 & 3 attached to this MoU.
2. **CERTIFICATION:** On successful completion of the course(s) by learner(s), Jesus & Mary College & RKFMA shall issue joint certificate(s) of the course(s) completed countersigned by the authorized person(s) of JMC & RKFMA.
3. **ADMINISTRATION:** Students will be responsible for fulfilling all financial obligations, including tuition and all required fee applicable for the course(s) of their respective choice. Jesus & Mary College may, at its option, appoint any of its staff or faculty members to act as representatives from its College as course coordinators and key officers from College to keep track of the enrolments for the courses, its proper delivery/ training by RKFMA, fee collections, etc. to safeguard the interest of all concerned.
4. **ADD-ON COURSE(S) TITLE, FEE, SYLLABUS, ELIGIBILITY, & OTHER DETAILS:** The add-on course to be run under this MoU & their respective fee, are detailed in Annexures 1, 2 & 3 respectively.
5. **FEE SHARING, REIMBURSEMENTS & CALCULATIONS:**
JMC shall collect and share the course fee receipts for the add-on courses with RKFMA in the following ratio:

JMC (30%) : RKFMA (70%)

Page 2 of 7

For R.K. Films & Media Academy

[Signature]
14/5/2018

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JMC shall, on receipt basis, pay to RKFMA its complete fee share of 70% to meet out the expenses of advertising & publicity, lectures, tutorials & practical classes, teachers' honorarium(s).

6. **PRINTING AND STATIONARY:** JMC shall make available the admission forms for the students and retain its sale proceed with it. Any other printed material if requires, e.g. course information brochure shall be got printed by RKFMA at its option.

7. **RKFMA OBLIGATIONS:** As a part of its deliverables for the proposed association with Jesus & Mary College, RKFMA agrees to:

- 7.1. To design and develop the syllabus, curriculums, structure of the add-on courses.
- 7.2. To design and develop facilities for conducting studio practical classes at the premises of Jesus & Mary College at the cost of JMC. For this The JMC, upon its discretion, may exercise the option of utilizing the facilities already available at the Campus of RKFMA, New Delhi.
- 7.3. Support & assist JMC in designing the brochures, pamphlets, banners etc. for effective implementation of marketing and visibility drive and public relations programs for this initiative to generate awareness about the initiative amongst the target audience. RKFMA can release advertisement(s), news and press releases (in print, electronic, web media) for the promotion of the add-on courses at own discretion and costs.
- 7.4. Maintain student's records and confidentiality of the same.
- 7.5. To advise and recommend any needed additions in number of add-on courses, advise and recommend modifications and up-dation that may be required in the existing add-on courses and implement the same accordingly after the consent of JMC.

8. **JESUS & MARY COLLEGE OBLIGATIONS**

- 8.1. Allow use of College's logo, web-links, contact information, videos, photos or other creatives (whether in print or electronic forms) at/in RKFMA promotions materials, websites/online, activities and advertisements (whether in print or electronic forms).
- 8.2. Allot minimum one classroom in the JMC's premises with requisite furniture and fixtures, electricity, fans, lighting, instruction boards/ markers, almira(s) etc exclusively to be used by RKFMA for the training of students enrolled in add-on courses.
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- 8.5. Determine the timings of the classes of add on courses to be run by RKFMA, with mutual consent.
- 8.6. To ensure that the interest of RKFMA & its properties are not effected in anyway by the activities of any students and teachers unions operating in the vicinity.
- 8.7. To keep the peons/ gatekeepers/ guards/ electrical technicians, etc duly informed about the support that may be needed by RKFMA in smooth execution of the roles and responsibilities entrusted. To allow the entry of the enquiring/ admitted candidate for the courses to be run through RKFMA

for R.K. Films & Media Academy

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Auth. Sign. Director
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8.8. To enforce upon students that no refund of fees, already paid by them, shall be entertained. Also not to allow/permit defaulting candidates to attend the classes. JMC is supposed to provide Identity cards to students.

9. RKFMA shall continue with its educational/ training activities elsewhere as well.

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In witness whereof the parties hereto have signed this MOU on this 14th day of May 2018 mentioned herein before at New Delhi.

For and On behalf of First Part

For R.K. Films & Media Academy
For and on behalf of Second Part

Principal, Jesus & Mary College

Managing Trustee, RK Films & Media Academy

Sr. Rony Singh
Officiating Principal
Jesus & Mary College
Chanakyapuri,
New Delhi-110021

Date: FOURTEENTH MAY 2018

Witness(es):
Name: *honeyapuri*
Address: *New Delhi-110021*

Witness(es):
Name: N. C. BANSAH
Address: S-11, NEW M.T.C. FLATS
PRASAD NAGAR
NEW DELHI-110005



	Annexure 2 Certificate Program in Advertising & Marketing Communications Course Overview The Advertising & Marketing Communication course programme comprises application-based instruction by industry professionals. Designed to give working knowledge of Advertising and Marketing communication and how they inter-relate, the course comprises of modules, research projects and workshops. <table><tr><th>Topics</th></tr><tr><td> Lessons & instructions about: - Marketing Principles & Concepts - Understanding the Advertising Industry - Market Research - Direct Marketing - Advertising Campaign & Strategy - Integrated Marketing Communication - Public Relations & Client Servicing </td></tr></table> Course Training methodology Lecture and demonstrations Course Duration Six months maximum Total sessions / Total Hours Forty sessions / Sixty hours Course Fee Rs.15,000/- Eligibility Minimum 10+2 qualified or equivalent. Candidates appearing the qualifying examinations may also apply and enroll. Classes may be offered co-educational pattern as well. Screening and shortlisting of the applicants for admissions to be conducted by the JMC & AKFMA, wherever found necessary. 14 May 2018 Auth. Sign. / Director Page 6 of 7	Topics	Lessons & instructions about: - Marketing Principles & Concepts - Understanding the Advertising Industry - Market Research - Direct Marketing - Advertising Campaign & Strategy - Integrated Marketing Communication - Public Relations & Client Servicing																		
Topics																					
Lessons & instructions about: - Marketing Principles & Concepts - Understanding the Advertising Industry - Market Research - Direct Marketing - Advertising Campaign & Strategy - Integrated Marketing Communication - Public Relations & Client Servicing																					
NAMES OF STUDENTS	<table><tr><th>S. No.</th><th>Name of the student</th></tr><tr><td>1</td><td>Pooja Kakkar</td></tr><tr><td>2</td><td>Shilpa Khatura</td></tr><tr><td>3</td><td>Sharon Madan</td></tr><tr><td>4</td><td>Simran Chaudhary</td></tr><tr><td>5</td><td>Ritikaa Thomas</td></tr><tr><td>6</td><td>Arshi Ahluwalia</td></tr><tr><td>7</td><td>Blessy Jacob</td></tr><tr><td>8</td><td>Kirthy Jayaprakash</td></tr><tr><td>9</td><td>Tina Mary Sachdeva</td></tr></table>	S. No.	Name of the student	1	Pooja Kakkar	2	Shilpa Khatura	3	Sharon Madan	4	Simran Chaudhary	5	Ritikaa Thomas	6	Arshi Ahluwalia	7	Blessy Jacob	8	Kirthy Jayaprakash	9	Tina Mary Sachdeva
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10	Biti Sophia Soren
11	Snigdha Chopra
12	Sanjana Aswani
13	Geetika Jha
14	Nandini Gupta
15	Mehak Joshi
16	Santushti Puri
17	Srishti Kumar
18	Vani Jain
19	Shubika Goel
20	Mansi
21	Nupur Ratnani
22	Ritu Singh
23	Anshita Dubey
24	Sneha Jain
25	Harneet Gugnani
26	Kshamta Gulati
27	Sakshi
28	Pundra Juneja
29	Jagriti
30	Payal Kumari
31	Apoorva Vardhan
32	Esha Dua
33	Sania Saifi
34	Supriya Babuta
35	Shirin Tara Chandani
36	Rupali Singh
37	Riddhi
38	Kathanika

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Email Id : jmcadm@yahoo.co.in

info@jmc.ac.in

principal@jmc.ac.in

ATTENDANCE SHEETS

[illegible][illegible]

ATTENDANCE REGISTER		of the उपस्थिति रजिस्टर		for the month of मास																																						
Searal No. अनुक्रम नं.	NAME नाम	Rank रैंक		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Over Time ओवर टाइम	Late Time लेट टाइम	Total Days कुल दिन	Absent गैर उपस्थित	Amount राशि	Advance Salary आवधिक वेतन	Bonus बोनस		
																																						No.	P.	No.	P.	No.
33	Sonia Saifi													P	P					P	A														A							
34	Jagriti													P	P					P	A														P							
35	Nagal Kumari													P	P					P	A														P							
36	Sushila Baidya													P	P					A	P														A							
37	Rishi													A	A					A	A														A							
38	Kananka													A	A					A	P														F							

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32

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ATTENDANCE REGISTER of the		of the		for the month of																																
उपस्थिति रजिस्टर		Advt & Marketing		मास																																
Serial No.	NAME	Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Over Time	Leave Time	Signature
1.	Pooja Kakkar	A																																		
2.	Shilpa Khattoria	P																																		
3.	Sharon Madan	A																																		
4.	Simran Chaudhary	A																																		
5.	Ritika Thomas	A																																		
6.	Ashu Ahluwalia	A																																		
7.	Blessy Jacob	P																																		
8.	Kirthy Jaya Prakash	P																																		
9.	Tina Mary Sachdeva	P																																		
10.	Biti Sophia Soren	A																																		
11.	Snigdha Chopra	A																																		
12.	Sanjana Aswani	P																																		
13.	Geetika Jha	A																																		
14.	Nandini Gupta	P																																		
15.	Mehak Jeehi	P																																		
16.	Santushii Puri	A																																		
17.	Srishti Kumar	A																																		
18.	Vani Jain	P																																		
19.	Shubika	A																																		
20.	Mansi	P																																		
21.	Nupur Ratnani	A																																		
22.	Anshita Dobe	P																																		
23.	Ritu	A																																		
24.	Harneet	A																																		
25.	Sakshi	P																																		
26.	Bheha Jain	A																																		
27.	Pundra Juneja	A																																		
28.	Rupali Singh	A																																		
29.	Kshamta Gulati	P																																		
30.	Shirin Tara Chandani	P																																		
31.	Esha Dua	P																																		
32.	Apurva Vardhan	P																																		

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33.	Sania Saifi	P																																		
34.	Jagdeep	P																																		
35.	Pagal Kumari	P																																		
36.	Supriya Balwani	P																																		
37.	Rishi	A																																		
38.	Kathavika	A																																		

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ATTENDANCE REGISTER of the ADVT. & MARKETING																								for the month of		DECEMBER 2018 JANUARY 19															
उपस्थिति रजिस्टर																								मास		Tues / Thursday															
Serial No.	NAME	Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Over Time	Amount	Advance	Balance	Signature			
Serial No.	NAME	Rank																					21	22	23	24	25	26	27	28	29	30	31	Over Time	Rs.	P.	Rs.	P.	Rs.	P.	
1.	POOJA KAKKAR	P																																							
2.	SHILPA KATHURIA	A																																							
3.	SHARON MADAN	A																																							
4.	SIMRAN CHAUDHARY	A																																							
5.	RITIKA THOMAS	A																																							
6.	ARSHI AHLUWALIA	A																																							
7.	BLESSY JACOB	A																																							
8.	KIRTHY JAYA PRAKASH	P																																							
9.	TINA MARY SACHDEVA	A																																							
10.	BITI SOPHIA SUREN	A																																							
11.	SNIGDHA CHOPRA	P																																							
12.	SANJANA ASWANI	A																																							
13.	GEETIKA JHA	P																																							
14.	NANDINI GUPTA	A																																							
15.	MEHAK JOSHI	A																																							
16.	SANTUSHTI PURI	P																																							
17.	SRIHITI KUMAR	A																																							
18.	VANI JAIN	A																																							
19.	SHUBIKA	P																																							
20.	MANSI	A																																							
21.	NUPUR RATNANI	P																																							
22.	ANSHITA DUBEY	A																																							
23.	RITU	A																																							
24.	HARNEET	P																																							
25.	SAKSHI	P																																							
26.	SNEHA JAIN	A																																							
27.	PUNDIRA JUNEJA	P																																							
28.	RUPALI SENGH	P																																							
29.	SHRIN TARA CHANDNI	P																																							
30.	KSHAMTA GULATI	P																																							
31.	ESHA DUA	P																																							
32.	APOORVA YARDHAN	P																																							

Slips

ATTENDANCE REGISTER of the ADVT. & MARKETING																								for the month of		DECEMBER 2018 JANUARY 19															
उपस्थिति रजिस्टर																								मास		Tues / Thursday															
Serial No.	NAME	Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Over Time	Amount	Advance	Balance	Signature			
Serial No.	NAME	Rank																					21	22	23	24	25	26	27	28	29	30	31	Over Time	Rs.	P.	Rs.	P.	Rs.	P.	
33.	SANJA SAIFI	P																																							
34.	JAGRITI	A																																							
35.	PAYAL KUMARI	P																																							
36.	SUPRIYA BABUTA	A																																							
37.	RIDHI	A																																							
38.	KATHANILKA	A																																							

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35



ASSESSMENT PROCEDURE AND OUTCOME

This course enabled the students to understand the core components of online marketing and explored several aspects of the digital marketing environment. It provided an understanding of the foundations of digital marketing landscape and helped students to acquire a new set of concepts and tools to help create products and services.

Students were assessed on hands on activities, projects and terminal examination. All students successfully completed the course for the given year.

NAME	CAMERA AND PHOTOGRAPHY (CP01CP)
COURSE OUTLINE	Course Overview: The course is designed to introduce the participant to the key elements of photography, both aesthetic and technical. It lets you to be in control of the camera and not vice versa. Topics:

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- Basics of Photography
- Composition, exposure, lighting, lenses, depth of field, macro photography, use of tripods, polarizing filters etc.
- Development of cameras and accessories
- Digital concepts and features of modern DSLR and bridge cameras
- Practical sessions covering
- Table tops
- Food photography
- Portraits

Course Training Methodology:

- Lecture demonstrations, special studio session, field trips (sports, architecture and street scenes), exhibitions, photo walls, assignments, etc.

MOU

INDIA NON JUDICIAL
Government of National Capital Territory of Delhi

e-Stamp


सत्यमेव जयते

Certificate No.	: IN-DL25374281135603Q
Certificate Issued Date	: 12-May-2018 12:13 PM
Account Reference	: IMPACC (IV)/ dl908903/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL25374281135603Q
Purchased by	: JESUS AND MARY COLLEGE
Description of Document	: Article 5 General Agreement
Property Description	: D1-E4, SAN MARTIN MARG, BAPU DHAM, CHANAKYAPURI, NEW DELHI- 110021
Consideration Price (Rs.)	: 0 (Zero)
First Party	: JESUS AND MARY COLLEGE
Second Party	: R K FILMS AND MEDIA ACADEMY
Stamp Duty Paid By	: JESUS AND MARY COLLEGE
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)

.....Please write or type below this line.....

Memorandum of Understanding
Between
JESUS & MARY COLLEGE, NEW DELHI (INDIA)
AND
RK FILMS AND MEDIA ACADEMY, NEW DELHI (INDIA)

This Memorandum of Understanding is made and entered into on 14th day of May 2018 between the parties as follow:

Page 1 of 7

Sr. R.K. Films & Media Academy

Auth. Sign./Director

Sr. Ronly my
Officiating Principal
Jesus & Mary College
Chanakyapuri,
New Delhi-110021

Statutory Alert:
1. The authenticity of this Stamp Certificate should be verified at "www.sholestamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.



The Parties

The **Jesus & Mary College** (a constituent college of University of Delhi) located at Chanakyapuri, New Delhi- 110021 represented through its Principal, Sr. (Dr.) Rosily T.L. rjm, (hereinafter referred as JMC) which expression shall, unless excluded by or repugnant to the context, be deemed to include its administrators, executors, liquidators, successors in interest and permitted assigns of the **First Part**

AND

R. K. Films & Media Academy, New Delhi (an unit of R K Educational Trust) with its registered office at 8A/8, W.E.A, Karol Bagh, New Delhi 110005 through its authorized representative, Mr. Deepak Bansal (hereinafter referred as RKFMA) which expression shall, unless excluded by or repugnant to the context, be deemed to include its administrators, executors, liquidators, successors in interest and permitted assigns of the **Second Part**.

Whereas, the JMC is desirous of imparting skill oriented training in Media & Entertainment Industry for the prospective learners/ students seeking to learn the skills related to this sector for suitable work opportunities. And whereas, RKFMA seeks to partner with the JMC to offer specially designed add-on courses programs in the field of Media studies and etc.

Therefore **JMC** and **RKFMA**, upon the premises and covenants mentioned hereinafter, each individually a Party, and collectively referred to as Parties, agree to work together:

- 1. OBJECT:** To facilitate prospective learners/students interested in pursuing Media & Communications related add-on courses at Jesus & Mary College as proposed & conducted by RKFMA and as per annexures 1, 2 & 3 attached to this MoU.
- 2. CERTIFICATION:** On successful completion of the course(s) by learner(s), Jesus & Mary College & RKFMA shall issue joint certificate(s) of the course(s) completed countersigned by the authorized person(s) of JMC & RKFMA.
- 3. ADMINISTRATION:** Students will be responsible for fulfilling all financial obligations, including tuition and all required fee applicable for the course(s) of their respective choice. Jesus & Mary College may, at its option, appoint any of its staff or faculty members to act as representatives from its College as course coordinators and key officers from College to keep track of the enrolments for the courses, its proper delivery/ training by RKFMA, fee collections, etc. to safeguard the interest of all concerned.
- 4. ADD-ON COURSE(S) TITLE, FEE, SYLLABUS, ELIGIBILITY, & OTHER DETAILS:** The add-on course to be run under this MoU & their respective fee, are detailed in Annexures 1, 2 & 3 respectively.
- 5. FEE SHARING, REIMBURSEMENTS & CALCULATIONS:**
JMC shall collect and share the course fee receipts for the add-on courses with RKFMA in the following ratio:

JMC (30%) : RKFMA (70%)

Page 2 of 7

For R.K. Films & Media Academy

[Signature]
14/5/2018



JMC shall, on receipt basis, pay to RKFMA its complete fee share of 70% to meet out the expenses of advertising & publicity, lectures, tutorials & practical classes, teachers' honorarium(s).

6. **PRINTING AND STATIONARY:** JMC shall make available the admission forms for the students and retain its sale proceed with it. Any other printed material if requires, e.g. course information brochure shall be got printed by RKFMA at its option.

7. **RKFMA OBLIGATIONS:** As a part of its deliverables for the proposed association with Jesus & Mary College, RKFMA agrees to:

- 7.1. To design and develop the syllabus, curriculums, structure of the add-on courses.
- 7.2. To design and develop facilities for conducting studio practical classes at the premises of Jesus & Mary College at the cost of JMC. For this The JMC, upon its discretion, may exercise the option of utilizing the facilities already available at the Campus of RKFMA, New Delhi.
- 7.3. Support & assist JMC in designing the brochures, pamphlets, banners etc. for effective implementation of marketing and visibility drive and public relations programs for this initiative to generate awareness about the initiative amongst the target audience. RKFMA can release advertisement(s), news and press releases (in print, electronic, web media) for the promotion of the add-on courses at own discretion and costs.
- 7.4. Maintain student's records and confidentiality of the same.
- 7.5. To advise and recommend any needed additions in number of add-on courses, advise and recommend modifications and up-dation that may be required in the existing add-on courses and implement the same accordingly after the consent of JMC.

8. JESUS & MARY COLLEGE OBLIGATIONS

- 8.1. Allow use of College's logo, web-links, contact information, videos, photos or other creatives (whether in print or electronic forms) at/in RKFMA promotions materials, websites/online, activities and advertisements (whether in print or electronic forms).
- 8.2. Allot minimum one classroom in the JMC's premises with requisite furniture and fixtures, electricity, fans, lighting, instruction boards/ markers, almirah(s) etc exclusively to be used by RKFMA for the training of students enrolled in add-on courses.
- 8.3. Provide, on occasions, its College Auditorium along with audio/video/lights/power-backup and spaces within its premises for the promotion of the course to be done by RKFMA, at no extra costs.
- 8.4. Collect fee for the add-on courses and maintain proper record and account of its affair at the JMC.
- 8.5. Determine the timings of the classes of add on courses to be run by RKFMA, with mutual consent.
- 8.6. To ensure that the interest of RKFMA & its properties are not effected in anyway by the activities of any students and teachers unions operating in the vicinity.
- 8.7. To keep the peons/ gatekeepers/ guards/ electrical technicians, etc duly informed about the support that may be needed by RKFMA in smooth execution of the roles and responsibilities entrusted. To allow the entry of the enquiring/ admitted candidate for the courses to be run through RKFMA

For R.K. Films & Media Academy

Page 3 of 7

1-11-2018
Auth. Sign. Director

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8.8. To enforce upon students that no refund of fees, already paid by them, shall be entertained. Also not to allow/permit defaulting candidates to attend the classes. JMC is supposed to provide Identity cards to students.

9. RKFMA shall continue with its educational/ training activities elsewhere as well.

10. VALIDITY AND DURATION OF AGREEMENT: This MOU shall be effective immediate upon the signature of the parties and shall remain in force initially for a period of one year. The duration of this MOU can be extended for further similar duration provided a review is done by the parties after completion of this one year period.

11. MODIFICATION TO THE MOU: The MOU can be modified through mutual written consent of the parties to this MOU.

12. FORCE MAJEURE: Neither party shall be held responsible for non-fulfilment of their respective obligations under this MOU due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, War, Flood, Earthquakes, Strike, Lockouts, Epidemics, Riots, Civil Commotion etc. provided on the occurrence and cessation of the other party immediately after, but not later than one month of such occurrence and/or cessation. The period between the occurrence and cessation of such event will be excluded while calculating the period during which the part has to perform the obligations under this MOU. If the force majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

In witness whereof the parties hereto have signed this MOU on this 14th day of May 2018 mentioned herein before at New Delhi.

For and On behalf of First Part

For R.K. Films & Media Academy
For and on behalf of Second Part

Principal, Jesus & Mary College

Managing Trustee, RK Films & Media Academy

Sr. Anshu Singh
Officiating Principal
Jesus & Mary College
Witness(es): *Principal*
Name: *Principal*
Address: *New Delhi-110021*
Chanakyapuri,
New Delhi-110021

Date: FOURTEENTH MAY 2018

Witness(es):
Name: *N. C. BANSAL*
Address: *S-11, New M.T.C. FASS*
PRASAD NAGAR
NEW DELHI-110005



Annexure 3

Certificate Program in Camera & Photography

Course Overview

This course is designed to introduce the participant to the key elements of photography, both aesthetic and technical. It lets you be in control of the camera and not vice versa.

Topics

Practical Instructions & Activities

- Basics of Photography
- Composition, exposure, lighting, lenses, depth of field, macro photography, use of tripods, polarizing filters etc.
- Development of cameras and accessories
- Digital concepts and features of modern DSLR and bridge cameras.
- Practical sessions covering
 - table tops
 - food photography
 - portraits

Course Training methodology

Lecture demonstrations, special studio session, field trips (sports, architecture and street scenes), exhibition. Photo-walks, assignments, etc,

Camera Required:

DSLR camera with manual adjustments for Aperture & Shutter

Course Duration

Six months maximum

Total sessions / Total Hours

Thirty six sessions / fifty four hours

Course Fee

Rs.15,000/-

Eligibility

Minimum 10+2 qualified or equivalent. Candidates appearing the qualifying examinations may also apply and enroll. Classes may be offered co-educational pattern as well. Screening and shortlisting of the applicants for admissions to be conducted by the JMC & RKFMA, wherever found necessary.

For R.K. JMC Media Academy
14/May/2016
Auth. Sign./Director

Page 7 of 7

NAMES OF STUDENTS

S. No. Name of the student

- | | |
|---|--------------------|
| 1 | Akansha Sharma |
| 2 | Ebbani Gwyneth Roy |
| 3 | Khushi Gupta |
| 4 | Tanvi Gupta |
| 5 | Vani singh |
| 6 | Asees Kaur |
| 7 | Tamanna Satsangi |
| 8 | Riddhima Verma |

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2	EBBANI GUNWETHESI																																								
3	KHUSHI GUPTA																																								
4	TANVI GUPTA																																								
5	VANI																																								
6	ASEES KAUJ																																								
7	RIDHIMA VERMA																																								
8	TAMANA																																								

Serial No.	NAME	Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Clear Time	Leave Time	Roll No.	Rate	Amount	Advance	Balance	Signature
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43

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info@jmc.ac.in
principal@jmc.ac.in

NAME	FRENCH LANGUAGE (CP08FR)	
NAMES OF STUDENTS ENROLLED	S. No.	Name
	1)	AASTHA ELIZABETH GEORGE
	2)	ADEENA
	3)	AKANSHA SAXENA
	4)	AKSA MERIN CHACKO
	5)	ANGELINA FRANCIS
	6)	ANOUSHKA SINGH
	7)	APOORVA JHA
	8)	ATIKA REHMAN
	9)	BHAVIKA
	10)	CHESHTA
	11)	DIKSHA JASWAL
	12)	DIYA JOSEPH
	13)	ESHIKA PANWAR
	14)	INJILA ABBASI
	15)	ISHITA DHIR
	16)	LIYA THOMAS
	17)	MAHIMA NAGPAL
	18)	MANYA JAIN
	19)	MEERA SURESH T
	20)	MONAL NASA
	21)	MUSKAN DATTA
	22)	NAMRATA CHATTERJEE
	23)	NEERAN
	24)	NEHA SINGH
	25)	NEHA WADHWA
	26)	PALLAVI SINGH
	27)	PARUL
	28)	POOJA VERMA
	29)	PRINKA
	30)	RASHI
	31)	RIFAT
	32)	RITIKA GOHANI
	33)	SIMRAN MAAN
	34)	SNEHA PRIYADARSHINI
	35)	STUTI VICTOR DAVID
	36)	SUKANYA MAHAJAN
	37)	VANSHIKA SRIVASTAVA
	38)	VINEESSA BENNY
	39)	ZOYA SAMAD

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ATTENDANCE RECORD

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FRENCH CERTIFICATE 2018-19

Sl.No.	Name of the student
1	AASTHA ELIZABETH GEORGE
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3	AKANSHA SAXENA
4	AKSA MERIN CHACKO
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6	ANOUSHKA SINGH
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19	MEERA SURESH T
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21	MUSKAN DATTA
22	NAMRATA CHATTERJEE
23	NEERAN
24	NEHA SINGH
25	NEHA WADHWA
26	PALLAVI SINGH
27	PARUL
28	POOJA VERMA
29	PRINKA
30	RASHI
31	RIFAT
32	RITIKA GOHANI
33	SIMRAN MAAN
34	SNEHA PRIYADARSHINI
35	STUTI VICTOR DAVID
36	SUKANYA MAHAJAN
37	VANSHIKA SRIVASTAVA
38	VINEESSA BENNY
39	ZOYA SAMAD

Sr. Rosily
Principal

ASSESSMENT PROCEDURE AND OUTCOME

Assessment included on-going projects, assignments and terminal examination. All students successfully completed the course for the year.

NAME	SPANISH LANGUAGE (CP09SP)	
NAMES OF STUDENTS ENROLLED	S. No.	Name
	1)	AVNI KHAJURIA
	2)	AYUN NAIR
	3)	B MANISHA

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	<table><tr><td>4)</td><td>ELSITA JOLLY MATHEW</td></tr><tr><td>5)</td><td>HIMANI NARANG</td></tr><tr><td>6)</td><td>JITESH</td></tr><tr><td>7)</td><td>KAJAL SHARMA</td></tr><tr><td>8)</td><td>KIRTI KUMARI</td></tr><tr><td>9)</td><td>KIRTIKA BISHT</td></tr><tr><td>10)</td><td>KUNIKA TOMAR</td></tr><tr><td>11)</td><td>RAKSHA GOENKA</td></tr><tr><td>12)</td><td>SAYANI SAMANTA</td></tr><tr><td>13)</td><td>SHERIL WADHWA</td></tr><tr><td>14)</td><td>TAMANNA UPNEJA</td></tr><tr><td>15)</td><td>TANYA SUNEJA</td></tr><tr><td>16)</td><td>VANSHIKA RAWAT</td></tr><tr><td>17)</td><td>VATSALA BHARDWAJ</td></tr><tr><td>18)</td><td>VRITI ARORA</td></tr></table>	4)	ELSITA JOLLY MATHEW	5)	HIMANI NARANG	6)	JITESH	7)	KAJAL SHARMA	8)	KIRTI KUMARI	9)	KIRTIKA BISHT	10)	KUNIKA TOMAR	11)	RAKSHA GOENKA	12)	SAYANI SAMANTA	13)	SHERIL WADHWA	14)	TAMANNA UPNEJA	15)	TANYA SUNEJA	16)	VANSHIKA RAWAT	17)	VATSALA BHARDWAJ	18)	VRITI ARORA									
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ATTENDANCE RECORD	Jesus and Mary College University of Delhi Chanakyapuri, New Delhi - 110021 Accredited by NAAC with "A" Grade  Tel No. : +(91)-(011)-26110041, 26875400 Fax No. : +(91)-(011)-24105466 Website : http://www.jmc.ac.in Email Id : admin@jmc.ac.in info@jmc.ac.in principal@jmc.ac.in SPANISH CERIFICATE 2018-19 <table><tr><th>Sl.No.</th><th>Name of the student</th></tr><tr><td>1</td><td>AVNI KHAJURIA</td></tr><tr><td>2</td><td>AYUN NAIR</td></tr><tr><td>3</td><td>B MANISHA</td></tr><tr><td>4</td><td>ELSITA JOLLY MATHEW</td></tr><tr><td>5</td><td>HIMANI NARANG</td></tr><tr><td>6</td><td>JITESH</td></tr><tr><td>7</td><td>KAJAL SHARMA</td></tr><tr><td>8</td><td>KIRTI KUMARI</td></tr><tr><td>9</td><td>KIRTIKA BISHT</td></tr><tr><td>10</td><td>KUNIKA TOMAR</td></tr><tr><td>11</td><td>RAKSHA GOENKA</td></tr><tr><td>12</td><td>SAYANI SAMANTA</td></tr><tr><td>13</td><td>SHERIL WADHWA</td></tr><tr><td>14</td><td>TAMANNA UPNEJA</td></tr><tr><td>15</td><td>TANYA SUNEJA</td></tr><tr><td>16</td><td>VANSHIKA RAWAT</td></tr><tr><td>17</td><td>VATSALA BHARDWAJ</td></tr><tr><td>18</td><td>VRITI ARORA</td></tr></table> <i>Sr. Rosily Jm</i> Principal	Sl.No.	Name of the student	1	AVNI KHAJURIA	2	AYUN NAIR	3	B MANISHA	4	ELSITA JOLLY MATHEW	5	HIMANI NARANG	6	JITESH	7	KAJAL SHARMA	8	KIRTI KUMARI	9	KIRTIKA BISHT	10	KUNIKA TOMAR	11	RAKSHA GOENKA	12	SAYANI SAMANTA	13	SHERIL WADHWA	14	TAMANNA UPNEJA	15	TANYA SUNEJA	16	VANSHIKA RAWAT	17	VATSALA BHARDWAJ	18	VRITI ARORA	
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3)LIST OF STUDENTS SIGNED BY PRINCIPAL FOR ALL COURSESS

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Advertising & Marketing 2018-19

Sl.No.	Name of the student
1	Pooja Kakkar
2	Shilpa Khatura
3	Sharon Madan
4	Simran Chaudhary
5	Ritika Thomas
6	Arshi Ahluwalia
7	Blessy Jacob
8	Kirthy Jayaprakash
9	Tina Mary Sachdeva
10	Biti Sophia Soren
11	Snigdha Chopra
12	Sanjana Aswani
13	Geetika Jha
14	Nandini Gupta
15	Mehak Joshi
16	Santushti Puri
17	Srishti Kumar
18	Vani Jain
19	Shubika Goel
20	Mansi
21	Nupur Ratnani
22	Ritu Singh
23	Anshita Dubey
24	Sneha Jain
25	Harneet Gugnani
26	Kshamta Gulati
27	Sakshi
28	Pundra Juneja
29	Jagriti
30	Payal Kumari
31	Apoorva Vardhan
32	Esha Dua
33	Sania Saifi
34	Supriya Babuta
35	Shirin Tara Chandani
36	Rupali Singh
37	Riddhi
38	Kathanika

Sr. Anshu
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MEDIA STUDIES 2018-19

Sl.No.	Name of the student
1	Ragini Sharma
2	Ishika Nijhara
3	Manya Rastogi
4	Malvika Mathur
5	Ann Maria Anil
6	Muskan Singla
7	Dakshina Dandriyal
8	Akriti Kisponnta
9	Shalvi Mittal
10	Caroline Deruz
11	Lubhavni Otwal
12	Rishika
13	Ria Sawhney
14	Karuna Malhotra
15	Shareena Khan
16	Riya Abraham
17	Sofia
18	Simran Gupta
19	Shreshtha Gill
20	Neha Miglani
21	Ruchi Verma
22	Roshini Tripathi
23	Apoorva Bali
24	Nandini Singh
25	Merin Varghese
26	Sana Akhtar
27	Komal
28	Divesha Goyal
29	Sushmita Ray
30	Anjori Narula
31	Vanshika Singh
32	Aanchal Mittal
33	Ruchi Kansal
34	Suruchi Sharma
35	Mohini Singh
36	Jyoti Choudhary
37	Diksha Sharma
38	Pooja Yadav
39	Sonali Ahuja
40	Riya Bansal

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Camera & Photography 2018-19

Sl.No.	Name of the student
1	Akansha Sharma
2	Ebbani Gwyneth Roy
3	Khushi Gupta
4	Tanvi Gupta
5	Vani singh
6	Asees Kaur
7	Tamanna Satsangi
8	Riddhima Verma

Sr. Roshni

Principal

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CORPORATE COMMUNICATION & PUBLIC RELATIONS 2018-19

Sl.No.	Name of the student
1	Manpriya Kaur Sodhia
2	Jacqueline
3	Aashi Makhija
4	Melitta Stark
5	Fatima Boktoo
6	Diya Tuli
7	Aarushi
8	Sanchi Aggarwal
9	Vagisha Saharan
10	Shreya Rai
11	Anmol Shikhawat

Financial Management 2018-19

Sl.No.	Name of the student
1	Poonam Soni
2	Trapti Kansal
3	Diksha Kumar
4	Himanshi Singh
5	Khushi Kalra
6	Gauravi Jaiswal
7	Bhabya
8	Isha Midha
9	Akanksha John
10	Navdha Balhara
11	Ojasvi Chugh

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SPANISH CERIFICATE 2018-19

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