



# GYAN VITARANAM MEDIA FINISHING SCHOOL

A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.



Make Yourself Fit  
for a **New Age Career**

[www.mediafinishingschool.com](http://www.mediafinishingschool.com)



# TABLE OF CONTENT

**03** About Gyan Vitaranam

---

**09** Practical Training & Skill Development Programme

---

**13** Digital Marketing Programme

---

**14** Media Finishing Programmes

---

**15** Corporate Training Programmes

---

**21** Application Form





# About Gyan Vitaranam

## Enlightening Teens & Youth

Gyan Vitaranam Media Finishing School is envisioned to become a premier institute of its kind to coach, train, groom and help in the skill development of aspirants who are bold enough to build their careers in the dynamic media & marketing industry with hands-on, real-environment training. Our programs are designed to accommodate both beginners and advanced learners who are currently undergoing professional training in media courses through online or distance learning modes from various government-recognized universities.

Gyan Vitaranam Media Finishing School (GVMFS) is a novel initiative by Gyan Vitaranam Media Private Limited and is run by the knowledge consortium of Gyan Vitaranam Group. We work towards the betterment of talented youngsters by providing them with the right knowledge and skills at the right time. At GVMFS, our training structure primarily focuses on skill development in media, marketing and other allied fields by understanding each student's talent quotient along with requirements and challenges in the industry. Gyan Vitaranam Group of Companies, ventures and associated organizations provide training to the enrolled students in our companies or organizations at suitable locations with our industry experts.

### About the programme

The programs offered at Gyan Vitaranam Media Finishing School are industry oriented; designed by experienced subject professionals and doctoral academicians to bring out the best in students in skill development and practical application by keeping the quality of manpower requirements in the media and marketing industry.



## Objectives

- Coach, train, groom and help in the skill development of students in various aspects of employability skills
- Cultivate life and interpersonal skills
- Enable students to pursue multiple talents to improve career probability
- Generate a polished and adaptive workforce for the industry ecosystem
- Training includes theoretical and practical sessions
- Candidates learn under a project leader with a high level of expertise



## Benefits

- These programs have multiple advantages, as it means you have stretched yourself and possess interdisciplinary knowledge and great adaptive skills.
- The programs are designed to deepen professional and industry knowledge thereby effectively making you industry-ready.
- By the time you are done, you will be surprised at how much you have stretched your professional, academic and personal network, provided you get out of your comfort zone.





Gyan Vitaranam Group is established to aid the pressing need for talents to lead the world from various fields while they secure successful careers. Our prime focus falls on nurturing the forthcoming generation by providing the necessary and significant information on career, education, health, sports, culture, scholarships, personality development, general knowledge, etc. to lead a successful life ahead.

We put great effort to reach them by conducting activities like seminars, webinars, workshops, online programs, live sessions, providing information through different platforms on various courses, competitive exams, cultural events, inter-school & inter-college competitions, publishing educational and career magazines in different languages, conducting mental health activities and event management programs.

As a responsible organization, we reach out to the students and the youth through various mediums by leveraging digital media and its endless possibilities. Our mission is to create a group of competent young talents enriched with enough knowledge to lead the nation and the world.

**GYAN  
VITARANAM  
GROUP**



Here are some of the projects & establishments owned, maintained and managed by Gyan Vitaranam Group aimed at the enrichment of teens and the youth and their future career endeavours.

### **Magazines**

The knowledge-packed print and digital magazines come with useful and informative topics aimed at the development of all spheres of activity for teens and youth. We bring career-oriented information along with in-depth knowledge ranging from socio-economic affairs to nature, culture and media in English, Hindi, Malayalam and other Indian regional languages.

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### **Web Directories**

Gyan Vitaranam has launched multiple directories of various colleges, universities, institutions and courses to support the young generation.

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### **GV Exams**

Gyanvitaranam Exams is a novel initiative to provide exam details and previous year/model exam question papers for students from all over India and around the world.

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### **Educational Workshops**

Gyan Vitaranam Group is conducting Educational Workshops focused on procuring the appropriate courses in order to reach their dream future.

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### **Sports Cluster**

Gyan Vitaranam International Sports Cluster is formed considering the need for sports and the fruitful outcomes it can make in a student's life.

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### **Competitions**

Gyan Vitaranam Competitions is a multilingual platform for school-college students to portray their skills in essay writing, poetry, short fiction, painting, drawing, short film, etc.

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**Cultural Activities** Gyan Vitaranam recognised the importance of cultural activities and we are conducting cultural events in union with various associations of a similar kind.

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**Scholarships** Gyan Vitaranam is making the parents and students aware of the importance of varied scholarships, eligibility and ways to register for them in a simple manner.

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**Placement Cell** Gyan Vitaranam Placements is an upcoming project that provides placement and employment information available in India and abroad.

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**Gyan Vitaranam Media Solutions** Gyan Vitaranam provides media solutions to organisations to reach out to the target audience in a time-saving and smarter way. We offer web development, digital marketing, digital branding, eCommerce solutions, creative solutions and content writing services.

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**GVRIMS** Gyan Vitaranam Research Institute for Media Studies (GVRIMS) is a trust formed with the objective to promote research activities in the field of media and journalism in India and abroad. Other objectives of the trust include meeting the news needs of the local communities, organising health and educational welfare activities for the young and women, being a part of fighting global diseases and threats, promoting and protecting the Indian culture, providing meals, clothes, medical and educational aid, arranging financial support to the ones in need.

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**Media Productions** GV Media Productions deals with the production and distribution of feature films, ad films, documentaries, short films, web series, commercials, animations, training videos, graphics/sound effects and other related services to bridge the need for young talents to reach global heights and build a better future in the industry.

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**Event Management** We aim to specialise in organising customised events which fully reflect the brand personality of each business along with contests, competitions and tournaments.

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## **Gyan Vitaranam Career**

We intend to focus on the various career aspects for the youth who are looking for better opportunities from our traditional and conventional ways of choosing a career.



## **The Team**

### **Mentors**

Mentors of Gyan Vitaranam Media Finishing School are enriched with 30+ years of experience in successfully running many colleges and institutions offering various courses recognised by the government regulatory bodies like AICTE, DGCA, UGC, NCTE, etc.

### **Industry Experts**

Establishments and organisations of Gyan Vitaranam Group work constantly with Industry experts and intellectuals having sufficient experience in their concerned field where the students of Gyan Vitaranam Media Finishing School would undergo practical training.

### **Faculties**

We also have experienced personalities and subject experts from the industry as guest lecturers.





# PRACTICAL TRAINING & SKILL DEVELOPMENT PROGRAMME

Aspirants who join the Practical Training and Skill Development Programme are trained with practical, hands-on training, field visits under proficient trainers and professionals of Gyan Vitaranam Magazine and other ventures of Gyan Vitaranam Group or its tie-ups.

**100% JOB GUARANTEE**

Proper education and professional skills are essential for our upcoming generation and it plays an important role in their career journey. It is what strengthens the economy and enriches the community within a country. This is where Gyan Vitaranam plays an important role in providing adequate skill development to the youth who have innate skills and need professional assistance. The Skill Development program aims in bridging the gap in necessary skills among the youth and provide enhanced training with the help of able partners for employment benefits. Our skills development programs are crafted to find and acknowledge the abilities of each individual and provide a support system with proper guidance, infrastructure, opportunities and encouragement to help them achieve their life goals.



Our students are facilitated by mentorship programs where they'll get the opportunity to be on the job with our highly qualified media and marketing professionals. This approach to learning will enable them to learn the process first-hand, handle each task in a media career, understand the responsibility and leadership qualities required for the profession. This will also fire up the inner talents of each student and help to strengthen them by acquiring the necessary experience. The mentorship program will strengthen the productivity of a student and amplify his employment probability in the media and marketing industry.



## Qualification

Admission Qualification: 10+2 (any stream)

## Skills

Below is a list of skills students can expect to gain or build upon joining our Practical Training & Skill Development programme depending on their potential and interest:

- Content development
- Journalism and mass communication
- Data analysis & mining
- Digital Marketing
- Visual & graphic communication
- Team building & Coordination
- Public relations & counselling
- Tele communication & marketing
- Personality development
- Sales & marketing
- Event management
- Tourism & hospitality management
- Advertising & brand management
- Reputation management
- Client acquisition & management

This practical skill development programme is designed to provide a double benefit to the students which is achieved by providing an opportunity to students who are enrolled or going to enrol in any journalism/mass communication course in a government-recognised university under distance education, or online programme. And at the same time, get enrolled to the Practical Training and Skill Development Programme of Media Finishing Programme that provides hand-on training/field visits/ within Gyan Vitaranam Media Private Limited, related companies, its ventures and associated organisations. During Practical Training and Skill Development Programme, field visit and practical hands-on training along with online and offline classes are mandatory.

Students are required to pay the university fees directly to the concerned university under distance, ODL or by correspondence.





## Fee Structure & Course Duration

Eligibility	Duration	Description	Fee*
10+2	3 years	Candidates enrolled for this program can also undergo a media related graduation course from any university, recognized by government	Registration Fee : 17,000/- Admission Fee : 1,00,000/- Tuition Fee**: 2,00,000/-
Any Graduate	25 months	Candidates enrolled for this program can also undergo a media related post-graduation course from any university, recognized by government	Registration Fee : 17,000/- Admission Fee : 1,00,000/- Tuition Fee**: 2,00,000/-

\*All fees mentioned are excluding GST and other applicable taxes

\*\*Tuition fee rupees 8,000/- per month, payable by 10th of each month for the first 25 months of the course duration

NOTE: Students who join Practical Training & Skill Development Program along with courses offered by Gyan Vitaranam Research Institute for Media Studies (GVRIMS) under ODL or distance mode are exempted from paying for the media course at the latter and are required to pay the required university fee only. All the students are required to follow the code of conduct and wear their respective uniforms at all times while they are inside and around the school premises.

## 100% job guarantee

Along with exceptional training and coaching, GVMFS offers a 100% job guarantee to students who undergo the Practical Training & Skill Development Programme under Gyan Vitaranam Group at Gyan Vitaranam Media Pvt. Ltd., its other ventures, affiliates, or associated organisations located at various parts of the country. The job once offered would generate a starting remuneration of ₹25,000 (Twenty-Five Thousand Rupees) per month for a probationary period of 3-6 months and a permanent position could be earned depending on the performance of the duties and responsibilities accomplished. However, the scale of pay will depend upon the proficiency, experience acquired and professional performance of students. This advantage is only available for those who successfully complete the entire program and pay off fees.



# In-demand Certifications at No Extra Cost

In association with edu-tech organizations



Students who are pursuing the Practical Training & Skill Development Programme are offered exclusive in-demand certifications in various new age programs free of charge. It is extremely important to have an edge over new-age skills and develop them based on the industry. We provide in-demand certification in 15+ programs in logistics, finance, mass media and business.

## Why In-demand certifications?

In today's world, getting a job in your preferred field is often tricky and includes a lot of commitment and passion. By understanding this trouble, we have curated the best non-technical certification programs for our students, free of charge. This initiative is to promote the importance of additional skills and having multiple talents to build a rewarding career for the young generation.

For an aspirant or professional it is important to acquire newer technologies and skills to stay on top of the field or you are planning for a career change. The in-demand certifications we offer are the best in the industry to acquire new skills depending on your aptitude and interest.

## Foundational Certifications We Offer



Logistics & Supply Chain Management



Digital Marketing



Banking Financial Services & Insurance



Stock Market Trading & Investment



Entrepreneurship



Tourism & Hospitality Management



Retail Operations & Merchandising



Design Thinking



Advertising & Brand Management



Mass Media Management

## Advanced Certifications



Logistics & Supply Chain Management



Digital Marketing



Banking Financial Services & Insurance



Tourism & Hospitality Management



Entrepreneurship



# DIGITAL MARKETING PROGRAMME

Everything is going digital in today's world, from startups and small businesses to corporates and even government organisations. Since the advent of search engines, social media and digital advertising, the way businesses reach out to their customers has changed drastically. Digital marketing has brought the customers and business close, cost-effectively. As digital marketing becomes dearest for businesses, employment opportunities in the field skyrocketed. Now every business relies on digital space and deserves the service of digital marketing experts.

Gyan Vitaranam Media Finishing School is set to offer expert, advanced and industry-focused digital marketing training for aspirants who are looking to build a rewarding career. The course is designed to understand several aspects of the new digital marketing environment across various platforms along with hands-on training. It is organised into core and specialised modules for people who want to be in the top 1% of digital marketing. And the course will be delivered by highly experienced and certified trainers who are one of the best in the industry. Global certifications will be made available for the students on demand and according to the level of expertise they acquire during the term of training.

## Course Overview

Admission Qualification: 10+2

Course Duration: 3 months training +  
3 practical training

## Skills & Knowledge

Below is a list of skills students can expect to gain or build upon joining our digital marketing programme.:

- Search Engine Optimization (SEO)
- Pay Per Click (PPC)
- Market Research
- Social Media Marketing (Instagram, Facebook, Twitter, Pinterest, WhatsApp & Quora)
- YouTube Marketing
- LinkedIn Marketing
- Content Marketing
- Web Content Writing
- App Marketing
- Analytics
- Landing Page Development
- Email Marketing
- Copywriting
- Marketing communication
- Personality development
- Lead Management & Client Communication
- Online PR

## Fee Structure

₹60,000 + GST and applicable other taxes

### Mode of Payment

Registration Fee : ₹10,000/- + GST & other applicable tax

Admission Fee : ₹10,000/- + GST & other applicable tax

Tuition Fee : ₹40,000/- + GST & other applicable tax

### Tuition Fee Payment Schedule

₹20,000/- per month by the 10th of every month  
for the first two months



# MEDIA FINISHING PROGRAMME

Gyan Vitaranam Media Finishing Programmes are offered to those who want to perfect their skills in the digital and media space by acquiring expertise in relevant tools and skillset. Nowadays, even after finishing a professional course, you may not be well versed with the tools and skillset associated with the program. This deficit could cause you a fair job opportunity or face backlash in the hiring process.

Our Media Finishing Programme is designed to infuse all the necessary skills and expertise into an aspirant depending on the field of study and interest. The course is crafted by including the provisions of highly qualified professionals and industry leaders in the respective fields.

The programme is split into three modules considering the nature of programs and their future employability. Students who wish to join Module #1 are required to have basic knowledge of any subjects included.



## Admission Qualification

10+2 with basic knowledge in any multimedia application/software

## Programme

### Module #1

- Graphics Designing
- Video Editing
- Photography / Cinematography
- Film / Documentary Making

### Module #2

- Anchoring
- Copywriting / Scriptwriting
- Marketing Communication
- Content Strategy Development
- Team Coordination

### Module #3

- Advertisement
- Print and Conventional Media
- Sales & Marketing Techniques
- Team Management
- Marketing Strategy Development

## Fee Structure

Module#1 : ₹50,000/-

Module#2 : ₹30,000/-

Module#3 : ₹30,000/-

Excluding GST & other applicable taxes

## Duration

Module#1 : 3 months

Module#2 : 3 months

Module#3 : 3 months





# CORPORATE TRAINING PROGRAMME

Investing in employee development is investing in the company itself. By providing ongoing training to the employees you are offering them a workplace which is flexible, adaptive and that exhibits organizational agility. Employees need informative and applicable training to make them perfect workers of the organisation and become up-to-date professionals in the business world. Gyan Vitaranam Media Finishing School and Gyan Vitaranam Event Management provide tailored employee training programs for different functions and roles, crafted to address specific learning objectives, delivered by leading trainers.

We help organisations to mould a talented and committed workforce through specialised, custom-designed training workshops which could deliver learning material which high impact, interactivity and creativity. For this, we have a network of skilled instructors and subject matter experts who have extensive experience in creating learning experiences to train employees around the world.

Our customised corporate training programs align with your organisation's business aspects and objectives, to address individual learning needs. We offer featured employee training on different subjects:

- Employee Orientation
- Leadership Development
- Strength-based Training
- Sales Performance
- Service Excellence
- Creativity & Innovation
- Digitization Training
- Employee Teambuilding
- Soft Skills Training
- IT Systems Training
- Technical Skill Training
- Train the Trainer Programs
- Social Selling Skills

## Fee

Depending upon the selection of training programme.

For more details call +91 9867389094

## ADMISSION TERMS & CONDITIONS

- Admission to all the programmes will be purely based on merit.
- Selection shall be based on the following criteria:
  - Candidates should fulfil the eligibility criteria given in this prospectus for the programs applied.
  - Only those candidates who have fulfilled the eligibility criteria given in this prospectus will be called for the interview.
- The decision of the selection committee with regard to the selection and/or admission shall be final, and binding and the programme will be allotted accordingly to the ability and the aptitude of the candidates.
- The institute reserves the right to reject a programme for a candidate or for a person at its sole discretion. No candidate shall be entitled to claim admission as a matter of right.
- The students shall be under obligation to make full disclosure of any chronic or serious illness, take/carry all safety measures under medical advice and provide contact details of persons to use in case of an emergency.
- Admission to the Practical Training and Skill Development Programme/ Media Finishing Programme/ Digital Marketing Programme will be cancelled at any time if any information furnished by the candidate at the time of admission is found to be incorrect or misleading.
- Application forms for admission can also be downloaded from the website and submitted along with the application fee prescribed in the same by the last date notified. Prospectus and application form is also available at all information centres of Gyan Vitaranam Group.
- Selected candidates will be informed through E-mail/ text/ mail/ call/ WhatsApp.
- Admission shall be subject to the payment of admission fees at the beginning of each term as prescribed in the fee structure and schedule.
- Admission shall be subject to the realization of full payment of the admission fees by the due date, failing which the selection will be lapsed and stand cancelled automatically without any further notice or correspondence. The institute shall be free to offer the seat to another candidate.
- Fees once paid will not be refunded under any circumstances.
- Students should remit the fees on or before the 10th of every month. If the fee is not remitted on the stipulated date, the candidates shall be liable for making payment of a late fee of ₹100 (One hundred Rupees) per day. Also note that if the fee is not paid within 10 days from the due date, the student will not be permitted to attend the classes. This action on the part of management shall not be agitated as a grievance in any forum whatsoever.
- Any right or power of the Institute hereunder shall not be prejudiced or affected by reason of any failure, neglect for aberrance or delay in the exercise of enforcement thereof and shall not be deemed to have been waived any of its rights and powers under any part of these rules and regulations (as mentioned from time to time).

- Students during their Practical Training and Skill Development Programme, field visits or training during local and outstation, are required to arrange their own transportation, lodging and boarding facilities. GVMFS management will not be responsible for any type of miss happening. The candidates are also required to maintain a high level of discipline and follow the code of conduct during their technical visit, Practical Training and Skill Development students are also required to bring their own laptops with internet facilities. Students who pursue photography courses are required to bring their own cameras as specified. All students are required to get appropriate insurance cover for which the premium has to be borne by the students.
- Students who acquire various documents that include learning material, data sheets, confidential information/documents, reports, illustrations/photographs/graphics etc., during academic/hands-on training/field visit programmes with Gyan Vitaranam Group of Companies, it's associated organisations are bound to honour the ownership/copyright of such materials owned by Gyan Vitaranam Media Pvt. Ltd or associated organisations.
- The top three students will be awarded Gold, Silver and Bronze medals respectively depending upon the overall performance of each academic period.
- Accommodation – The institute does not own or operate any hostel. However, a number of residential houses nearby have been offering rooms or paying-guest options to students for a charge. In case of students want accommodation, our administrative staff will extend the necessary assistance.
- The fee structure details are given in a separate sheet enclosed with the prospectus. This has to be signed by the candidate and the parent/guardian.
- Candidates are required to submit a joint affidavit on a non-judicial stamp paper worth ₹100 (One Hundred Rupees).
- Field visit and practical hands-on training is mandatory and is part of the programme. Those students who undergo the complete Practical Training & Skill Development Programme along with a Diploma / Degree / Post Graduation in media from any government-recognized university are entitled to get 100% job placement within various departments of Gyan Vitaranam Media Pvt. Ltd. or its associated organisations at any part of its suitable locations across the country. The rules of general employment as applicable to Gyan Vitaranam Media Pvt. Ltd. will also be applicable during employment.
- Poor academic performance, inadequate attendance in hands-on training/field visits indiscipline, failure to work as part of a team, insubordination or lousy behaviour towards staff, faculty or other students, may end in termination of the student from a programme at the discretion of management, thereby making the student ineligible for the programme then and in the future.
- All creative output will be under copyright to Gyan Vitaranam Media Pvt. Ltd.



## IMPORTANT INSTRUCTIONS TO CANDIDATES

- Students will be responsible for paying both the university and institute fees on time and within the stipulated due dates.
- A late fee fine of ₹100 will be applicable for institutional fee payments.
- Students will appear for the examination at the examination centre allotted to them by the respective university from where they have opted for undergoing a Diploma / Degree / PG in media.
- University exam results will be announced on the respective university website itself.
- There will be no refund once the fee is paid.
- Students who are undertaking a Diploma/Degree/PG course from a Govt. recognized university shall do so at their own risk and should follow the rules and regulations as mentioned by the university with regard to the conduct of the course/contact classes/syllabus/course curriculum/examination centres/dates, etc.
- Before taking admission in any government recognised Diploma/Degree/PG course the students shall satisfy themselves with all aspects of the course. GVMFS will not be liable for any shortcomings with regard to the University's recognition/ course curriculum / University fees, etc.
- The institute reserves the right to reject the candidate at its sole discretion; no candidate can claim admission as a matter of right.
- The institute does not stand liable for any unfortunate event that might occur while the student is carrying out his/her hands-on practical/live training/field visit.
- Students who have taken admissions in the year 2022-23 and have completed the Practical Training and Skill Development Programme are provided with 100% job placement at the end of the said course, however, job placements will be within the Gyan Vitaranam Media Pvt. Ltd, and its associated organisations. Jobs are allotted according to the student's capability at any of the places found suitable.
- The job once secured will generate a minimum remuneration of ₹25,000 (Twenty Five thousand Rupees) per month. The maximum salary will depend according to the job profile and position.
- Candidates enrolling are required to sign a legal declaration of consent and understanding on a Non-Judicial stamp paper for a value of ₹100 (One Hundred Rupees).
- If the institute reasonably believes that the student is guilty of misconduct then it will justify the student's expulsion.
- The following violations are against the institute's rules and regulations:
  - A threat, possession of illegal substances, knives, and other lethal weapons
  - Assault or bodily injury to another person or intentionally trying to cause injury
  - Defiant or aggressive behaviour towards others
  - Harassment of others
  - Any destruction of institute property
  - Willful disobedience or open and persistent defiance of faculty or authority
  - Poor attendance or absenteeism
  - Poor academic performance

- In keeping with the professional atmosphere of the Practical Training and Skill Development Programme, Media Finishing Programme, Digital Marketing Programme, all students shall maintain discipline and decorum at the institute. The students shall refrain from any activity that could tarnish the reputation and standing of the institute. Students found violating these rules will face fines, expulsion or rustication.
- Consumption of alcohol, intoxicants, psychotropic drugs, smoking, and use of tobacco, pan, or pan-masala with the institute's premises or at the premises of live training is strictly prohibited and will result in severe punishment.
- Use of mobile phones, PDAs, i-pods and radios during examinations is prohibited.
- Students shall use institutional equipment with permission only.
- Students shall use all institutional property with care, failing which the student is liable to replace the said property or pay for its repair.
- Students are required to adhere to prescribed dress codes during sessions/ live training/field visits/hands-on training.
- Students shall not entertain visitors or guests on the institute's premises.
- Sexual harassment within the institute premises will be seriously dealt with.
- Students are expected to be regular in class and live training/field visits to ensure 100% attendance.
- Misrepresentation, copying, infringement of copyright, passing on or providing false information and unprofessional/unethical behaviour will be seriously dealt with.
- Ragging among students is strictly prohibited within and outside the premises of the Institute. A cordial relationship among the students is desirable and any violation of the disciplinary rules may invite stern action from the authorities.
- Fees once paid are not refundable after admission even if the student does not attend a single class.



# CONTACT US

Gyan Vitaranam Media Finishing school  
(A unit of Gyan Vitarnam Media Pvt. Ltd.)  
4th Floor, D 268, TTC Industrial Estate,  
Turbhe, Navi Mumbai, Maharashtra - 400703

Web: [www.mediafinishingschool.com](http://www.mediafinishingschool.com)  
Email: [edu@gyanvitaranam.com](mailto:edu@gyanvitaranam.com)  
Phone: +91 9867389094



## TRAINING CENTRES

### Mumbai

Gyan Vitaranam Media Finishing School  
4th Floor, D268, TTC Industrial Estate,  
Turbhe, Navi-Mumbai, Maharashtra

### Bhopal

Gyan Vitaranam Media Finishing School  
IAE campus , Near Parvalia Thana, NH 12  
Bhopal - Jaipur road , Bhopal

### Trivandrum

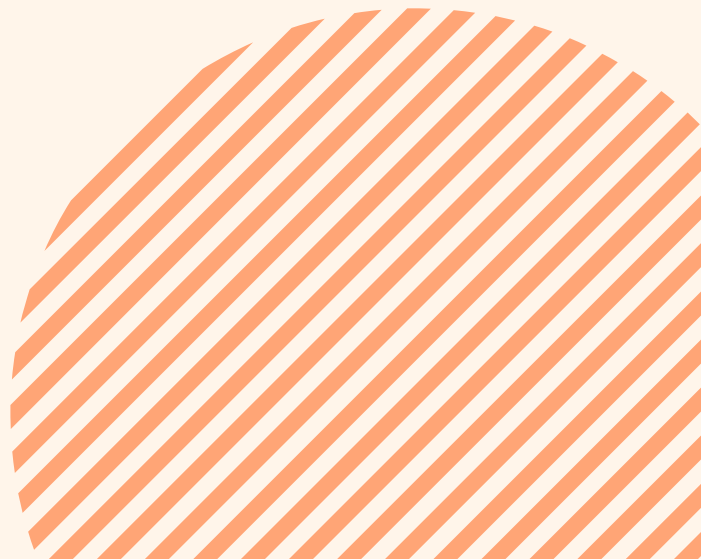
Gyan Vitaranam Media Finishing School  
A- 23, Kanaka Nagar, Vellayambalam,  
Kowdiar P.O. Trivandrum - 695003

### Guwahati

Gyan Vitaranam Media Finishing School, 15,  
First Floor, Niribili Path, Ambikagiri Nagar,  
Zoo Road, Guwahati, Assam

### Kochi

Gyan Vitaranam, VKV Lane,  
Chembumukku, Kochi, Kerala - 682030







# GYAN VITARANAM MEDIA FINISHING SCHOOL

A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.

A premier institute of its kind to coach, train, groom and help in the skill development of aspirants with hands-on, real environment training for media and marketing industry

## ADMISSION FORM

Name : .....

Parent Name : .....

Gender : .....

Religion : ..... Caste: .....

Reservation Category: .....

Nationality : ..... State: .....

Permanent Address : .....

.....

Communication Address : .....

.....

Student Contact No. : ..... Parent's No. : .....

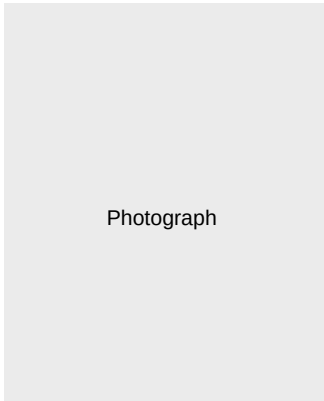
Local Guardian No. : .....

E-mail ID : .....

Programme Applied for : .....

### Educational Details

Sl. No.	Examination	Board/University	% of marks	Remarks



**Details of the course undergoing, if any:**

Name of the course : .....

Type of course :  Diploma  Graduation  Post graduation

Mode of course curriculam

Regular  ODL  Distance  Correspondence

Name of the University : .....

Place of the University: .....

University is recognised by: .....

Status of the University: .....

**Details of the work experience, if any:**

Name of the organisation : ..... Worked as .....  
for ..... year(s) ..... month(s). From ..... to .....

**Documents to be attached with this admission application form**

- SSC / SSLC (two attested copies)
- Higher Secondary School Certificate / Diploma Marksheet (three attested copies)
- Character Certificate
- Photographs (3 passport size + 2 stamp size)
- Joint affidavit
- Admission fee payment slip
- Fee structure and mode of payment installments sheet along with the affidavit on Rs. 100/- stamp paper.
- Experience certificate, if any



# GYAN VITARANAM MEDIA FINISHING SCHOOL

A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.

## DECLARATION

The candidate is required to read this declaration carefully before filling out the form

1. I shall abide by the rules and regulations of the institute, and the code of conduct mentioned in the Prospectus. Ignorance of the same will not be taken as an excuse for any reason.
2. I shall not claim any sort of refund from this institution (after admission) including the admission charge under any circumstance, even if I have not attended a single class.
3. Tuition Fees and other dues will be paid by me on or before the due date as mentioned in the Prospectus. In case I leave before the completion of the course, I am liable to forfeit the entire fee, caution money deposit, etc.
4. I have not concealed any fact or any material/information in filling up this Application Form, nor submitted any fake certificates. I also do not stand debarred from any public examinations.
5. I shall never take part in any strikes or such activities which are not admissible according to the rules and regulations of the institute, code of conduct.
6. All disputes with the institute are settled in the courts of Mumbai.
7. I undersigned parent/guardian enclosed the declaration of candidate/students with the undertaking to give effect to the same.
8. We, the candidate and parents /guardian are appraised of the scope, structure, and validity of the program and are interested to enroll in the same at our own risk and cost.
9. We know that my son/daughter undergoing a Diploma / Degree / PG program from a Government recognized university should follow the rules and regulations as mentioned by the university with regard to the conduct of program/contact program/syllabus/course curriculum/University fees/examination centres, etc. We are aware that Gyan Vitaranam Media Finishing School will not be responsible with respect to the recognition of the course/curriculum/ exam pattern of the university where the student is undergoing the Diploma/ Degree/PG course. We take full responsibility for the course being pursued by the student at our own risk. We know that GVMFS is just a coaching, training, grooming and skill development enhancement institution classes and by doing the available courses, we get to increase the employment probability.
10. We know that Practical Training & Skill Development Programme, field visit and practical hands-on training along with online and offline classes are mandatory and is part of the programme.
11. We have gone through the prospectus thoroughly (in all respect) supplied by the institute and do hereby undertake to abide by the Rules and Regulations of the institute (GVMFS), important instructions to candidates, the academic system for the courses, different academic programs, etc., ignorance of the same shall not be treated as an excuse on any ground. We alone shall be responsible and liable for all consequences arising out of the violation of the rules and regulations of the institute committed either jointly by us or individually.

Name & Signature of the Candidate

Name & Signature of the Parent/Guardian





# **GYAN VITARANAM MEDIA FINISHING SCHOOL**

**A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.**

## **DECLARATION TO BE SIGNED BY THE PARENT/GUARDIAN**

I, the undersigned hereby declare to accept the responsibility for the regular payment of fees, other dues, good conduct, and the observance of the rules and regulations of the institute by Mr./Ms. .... in the institution. I also promise that I will be in constant touch with my child/ward and the Institute authority by meeting personally or by writing so as to find the progress made or failure encountered by my son/daughter and also to get information regarding the changes made in any respect.

Place: .....

Date: .....

Signature of Parent/Guardian .....

Name and Address of the Parent/Guardian

.....  
.....  
.....



# GYAN VITARANAM MEDIA FINISHING SCHOOL

A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.

## JOINT DECLARATION BY THE STUDENT AND THEIR PARENT/GUARDIAN

(To be submitted at the time of admission)

We the undersigned declare that the following, supported by a joint affidavit:

1. We have gone through the prospectus thoroughly (in all respect) supplied by the institute and do hereby undertake to abide by the Rules and Regulations of the institute (GVMFS), important instructions to candidates, the academic system for the courses, different academic programs, etc., ignorance of the same shall not be treated as an excuse on any ground. We alone shall be responsible and liable for all consequences arising out of the violation of the rules and regulations of the institute committed either jointly by us or individually.
2. All the entries made in this form are correct to the best of my knowledge and belief. Nothing has been concealed. If any information is found to be false, we alone shall be responsible for false declaration and for all the consequences.
3. We ..... (Name of the Parent/  
Guardian) and my ..... (Name of the applicant) do hereby declare that the applicant at the time of admission has a stable behavior and is free from any prejudice. If the applicant is subsequently found to be mentally unstable or cause any damage or loss to the properties of the institute, it shall be our responsibility to make good the loss suffered by the institute. Also, we do agree that we alone will be liable for all consequences arising out of my ward's behavior.
4. We know that if the applicant is found to be engaged in any illegal activities within or outside the premises, we alone will be liable for all the consequences arising out of such activities. The management shall not have any kind of liability and responsibility for aforesaid consequences.
5. We understand that if the applicant/candidate is found to possess or use any kind of intoxicant or drugs, he/she shall be liable for expulsion from the institute. Upon happening of such an event, the program fee whatever is paid shall not be refunded.
6. We know that Gyan Vitaranam Media Finishing School (a unit of Gyan Vitaranam Media Private Limited), is a premier institute of its kind to coach, train, groom and help in the skill development of students for media courses along with hands-on experience during field visits.
7. We shall maintain the dignity, decorum, cordial and disciplined atmosphere of the institute and shall do nothing to defame the institute.



# GYAN VITARANAM MEDIA FINISHING SCHOOL

A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.

8. We know that it shall be our duty to desist from any activity, that hinders the smooth functioning, progress, and prosperity of the institute.
9. We understand that smoking is strictly prohibited and if found violating, the management is free to take suitable actions against the erring student/applicant.
10. We know that it shall be our responsibility to remit the fee on or before the 5th of every month. We agree that if the fee is not remitted on the stipulated date, we shall be liable for making payment of a late fee of ₹100 (One Hundred Rupees) per day. We also know that if the fee is not paid within 10 days from the due date, the student will not be permitted to attend the classes. This action on the part of management shall not be agitated as a grievance in any forum whatsoever.
11. We know and agree that the fee schedule can be changed reasonably and is at the discretion of the management.
12. We are aware that, the fee rules are given in the prospectus issued by the institute and it clearly states that the fee once paid will not be refunded after admission. Under any circumstances even if the candidate does not attend a single class. Accordingly, we promise that we shall not claim any sort of refund from the institute after admission, including the admission charges irrespective of any circumstances, even if the case student/candidate has not attended a single class.
13. I am aware and agree that in any case if I withdraw my admission after confirmation of admission I am liable to pay the complete fee of the course to the institute.
14. We know that my son/daughter will appear for the examination at the examination center allotted to him/her by the respective university from where he/she has opted for undergoing a Diploma / Degree / PG in media courses.
15. We know that my son/daughter undergoing a Diploma / Degree / PG program from a Government recognized university should follow the rules and regulations as mentioned by the university with regard to the conduct of program/contact program/syllabus/course curriculum/University fees/examination centers, etc. We are aware that Gyan Vitaranam Media Finishing School will not be responsible with respect to the recognition of the course/curriculum/ exam pattern of the university where the student is undergoing the Diploma/ Degree/PG course. We take full responsibility for the course being pursued by the student at our own risk.
16. We know that the institute does not stand liable for any unfortunate event that might occur while my son/daughter is carrying out his/her hands-on practical/live training/field visit.





# GYAN VITARANAM MEDIA FINISHING SCHOOL

A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.

17. We know that my son/daughter have taken admissions in the year 2022-23, and after the completion of the program, they are provided with 100% job placement at the end of the said program, however, job placements will be within the Gyan Vitaranam Media Pvt. Ltd., its other ventures, affiliates, or associated organizations. Jobs are allotted according to the student's capability at any of the places found suitable or vacant.
18. We know that the job once offered will generate a starting remuneration of ₹25,000 (Twenty-Five Thousand Rupees) per month. The maximum salary will depend according to the job profile and position held depending on my performance. Initially, the candidate will be on a probation period of 3-6 months. Remuneration and continuation of the employment will be decided based on the performance and competence of the candidate.
19. We also know that during my job at Gyan Vitaranam Media Pvt. Ltd., its other ventures, affiliates, or associated organizations, if I get a better opportunity, I have the liberty to quit/resign after clearing all dues and properly hand over the duties and responsibilities and the management will be free from any further liabilities of employment or any other type of liabilities.
20. We also know Practical Training and Skill Development Programme, field visit and practical hands-on training along with online and offline classes are mandatory and is part of the programme. Those students who undergo the complete Practical Training and Skill Development Programme along with a Diploma / Degree / Post Graduation in media from any Govt. recognized university is entitled to get 100% job placement within various departments of Gyan Vitaranam Media Pvt. Ltd. or its associate partners at any part of its suitable locations situated in various parts of the country. The rules of general employment as applicable to Gyan Vitaranam Media Pvt. Ltd. will also be applicable during employment.
21. We know that poor academic performance, inadequate attendance in hands-on training/field visits, failure to work as part of a team, insubordination, or bad behavior towards staff, faculty, or other students will result in the termination of the Practical Training and Skill Development Programme/field visit/practical hands-on training, thereby making the student ineligible for the program.



# GYAN VITARANAM MEDIA FINISHING SCHOOL

A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.

22. We know that when my son/daughter acquires various documents that include learning material, data sheets, confidential information/documents, reports, illustrations/photographs/graphics, etc. While pursuing academic / hands on training / field visit programme with Gyan Vitaranam magazine/newspaper/periodicals are bound to honor the ownership/copyright of such materials owned by Gyan Vitaranam Media Pvt. Ltd.
23. We know that during the Practical Training and Skill Development Programme, field visits or training students themselves are required to arrange their own transportation, lodging, and boarding facilities. Gyan Vitaranam Media Finishing School, Gyan Vitaranam Media Pvt. Ltd. and its ventures or management will not be responsible for any mishap. The candidates are also required to maintain a high level of discipline and follow the code of conduct during their technical visit, practical training and Skill Development. Students are also required to bring their own laptops with internet facilities. Students who pursue photography courses are required to bring their own cameras as specified. All students are required to get appropriate insurance cover for which the premium is borne by the students.
24. We also know that ragging among junior, senior, and within students is strictly prohibited in and out of the campus premises of the Institute. A cordial relationship among the students is desirable & any violation of the disciplinary rules may invite stern action from the authorities.
25. We know that during the course of hands-on experience/life training/field visits with Gyan Vitaranam Media Pvt. Ltd., its other ventures, affiliates, or associated organizations as a student my son/daughter will acquire, gain, generate, gather and develop, knowledge of and be given access to business information about product activities, know-how, methods or refinements and business plan and business secret and other information concerning the products/policies/trade secret. All documents/prints/technical information/ reports/ statement/ correspondence/business of the company hereinafter called the SECRETS will not be shared or parted with any third party during the course of studies/employment or after employment.

Place .....

Date .....

Signature of Candidate

Signature of Parent/Guardian



# **GYAN VITARANAM MEDIA FINISHING SCHOOL**

**A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.**

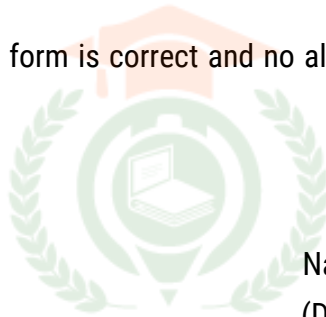
## **JOINT AFFIDAVIT**

We the undersigned deponents ..... (Name of the parent/  
guardian) aged.....years S/o., D/o., W/o..... (Name of  
father/husband) resident of .....

.....  
We solemnly affirm that the contents of the 25 paragraphs as stated in the joint declaration are true  
to the best of our knowledge and belief and that we have agreed to comply with each and every  
declaration in letter and spirit.

The entire information furnished in this form is correct and no alteration of any kind shall be asked  
hereinafter.

Name of the Applicant  
(DEPONENT)



Name of the Parent  
(DEPONENT)



# **GYAN VITARANAM MEDIA FINISHING SCHOOL**

**A UNIT OF GYAN VITARANAM MEDIA PVT. LTD.**

## **VERIFICATION**

We the above-named deponents do hereby verify that the contents of the affidavit are true to the best of my knowledge and belief. No material fact has been concealed. Verified and signed on this ..... day of ..... Month 20.....at .....

Name of the Applicant  
(DEPONENT)



Name of the Parent  
(DEPONENT)



## JOINT AFFIDAVIT BY THE STUDENT AND THEIR PARENT/GUARDIAN

Submitted at the time of admission to the Practical Training & Skill Development  
Programme of Gyan Vitaranam Media Finishing School

We ..... (Name of the Parent/ Guardian)  
and my son/daughter/ward ..... (Name of  
the applicant), residing at.....

..... (Address) do hereby affirm that we have gone through the fee payment  
schedule of the chosen program, agree to abide by it, and make the payment on time. We are also  
aware that failing to do so could result in a penalty and further action being taken depending on the  
delay.

Eligibility	Duration	Fee*
10+2	3 years	Registration Fee : ₹17000/- + GST & other applicable tax Admission Fee : ₹1,00,000/- + GST & other applicable tax Tuition Fee**: ₹2,00,000/- + GST & other applicable tax
Any Graduate	25 months	Registration Fee : ₹17000/- + GST & other applicable tax Admission Fee : ₹1,00,000/- + GST & other applicable tax Tuition Fee**: ₹2,00,000/- + GST & other applicable tax

### Tuition Fee Payment Schedule

Rupees 8,000/- with applicable taxes per month by 10th of every month

Name and signature of the Applicant

Name and signature of the Parent

## JOINT AFFIDAVIT BY THE STUDENT AND THEIR PARENT/GUARDIAN

Submitted at the time of admission to the Digital Marketing Programme of Gyan  
Vitaranam Media Finishing School

We ..... (Name of the Parent/ Guardian)  
and my son/daughter/ward ..... (Name of  
the applicant), residing at.....

..... (Address) do hereby affirm that we have gone through the fee payment  
schedule of the chosen program, agree to abide by it, and make the payment on time. We are also  
aware that failing to do so could result in a penalty and further action being taken depending on the  
delay.

Eligibility	Duration	Fee*
10+2	6 months	Registration Fee : ₹10,000/- + GST & other applicable tax Admission Fee : ₹10,000/- + GST & other applicable tax Tuition Fee : ₹40,000/- + GST & other applicable tax

### Tuition Fee Payment Schedule

₹20,000/- with applicable taxes per month by 10th of every month for the first two months

### Mode of Payment

₹55,000 +GST one-time payment during the admission or as mentioned above

Name and signature of the Applicant

Name and signature of the Parent

## JOINT AFFIDAVIT BY THE STUDENT AND THEIR PARENT/GUARDIAN

Submitted at the time of admission to the Media Finishing Programme of Gyan  
Vitaranam Media Finishing School

We ..... (Name of the Parent/ Guardian)  
and my son/daughter/ward ..... (Name of  
the applicant), residing at.....

..... (Address) do hereby affirm that we have gone through the fee payment  
schedule of the chosen program, agree to abide by it, and make the payment on time. We are also  
aware that failing to do so could result in a penalty and further action being taken depending on the  
delay.

Eligibility	Module	Duration	Fee*
10+2 with basic knowledge in any multimedia application/software	Module #1	3 months	Registration Fee : 10,000/- + GST & other applicable tax Admission Fee : 10,000/- + GST & other applicable tax Tuition Fee : 30,000/- + GST & other applicable tax
10+2	Module #2	3 months	Registration Fee : 5,000/- + GST & other applicable tax Admission Fee : 5,000/- + GST & other applicable tax Tuition Fee : 20,000/- + GST & other applicable tax
10+2	Module #3	3 months	Registration Fee : 5,000/- + GST & other applicable tax Admission Fee : 5,000/- + GST & other applicable tax Tuition Fee : 20,000/- + GST & other applicable tax

### Tuition Fee Payment Schedule

Tuition fees 10,000/- with applicable taxes should be paid by 10th of every month

Name and signature of the Applicant

Name and signature of the Parent