

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE APPLICATION FORM

1. These Instructions, the appended Prospectus and the e-Application Form are issued in supersession of all previous documents of similar nature issued in the past by IIMC, in connection with the admission process to various PGD courses conducted by the Institute in its Delhi and five Regional Campuses.
2. Applicants are strongly advised to read the **Prospectus** carefully before filling up the Application Form.
3. **An applicant who has already applied need not apply again.** However, if an applicant wants to withdraw his/her application, he/she may do so by writing an email quoting their URN (Unique Registration number) and payment details to the following email address, academiciimc1965@gmail.com, on or before 18th September, 2020. The applicant will be refunded the Application fee paid earlier, minus the processing charge, within 2 weeks since the date of request. IIMC will not entertain any request in this regard after the last date for withdrawal. Also, the applicants are not allowed to withdraw from one course while continuing with other courses.
4. **The last date for submitting the filled Application Form is 23rd September 2020.** The remote proctored online Entrance Test for admission to PG Diploma Courses will be held on 18th October (Sunday) 2020.
5. **The Post-graduate Diploma Courses offered are:**
 - i) Journalism (English), (Course is offered in English): Course Code: J01
 - ii) Journalism (Hindi), (Course is offered in Hindi): Course Code: J02
 - iii) Radio & TV Journalism: Course Code: R01
 - iv) Advertising & Public Relations: Course Code: A01
 - v) Journalism (Odia): Course Code: J03
 - vi) Journalism (Marathi): Course Code: J04
 - vii) Journalism (Malayalam): Course Code: J05
 - viii) Journalism (Urdu): Course Code: J06

**Both (iii) & (iv) above are bilingual programmes offered in English/Hindi and an applicant can appear in the online entrance test in either Hindi or English.*

6. An applicant can apply for up to four courses from the list above (Any one of the Language Journalism Courses [(v) to (viii); Journalism (Hindi) or Journalism (English); either or both RTV and ADPR Courses.] The Applicant

needs to fill only one form, indicating all his/her choices of the courses, but making separate payment of application fee, at the prescribed rate for each.

7. Only those born on or after 1st August 1995 are eligible for admission in General Category, 1st August 1992 or later for OBC category and 1st August 1990 or later for SC/ST/Differently-abled category.
8. Candidates must also pay the application fee of Rs. 1000/- for General category and Rs. 750/- for SC/ST/OBC/EBC/Differently-abled category at the payment gateway. Application fee can be paid by Credit/Debit Card, Online Banking, Paytm etc.
9. Any Indian national who has completed Graduation is eligible to apply for the above mentioned courses. Those applicants who are appearing in the final examination of Bachelor's programme or whose result is awaited can also apply; but their final admission depends on submission of their final/provisional marks-sheet by 15th December, 2020.
10. Five additional seats are available in each course for NRI / NRI-sponsored candidates. The eligibility criteria and age limits for NRI quota candidates are same as above. However, the applicants under NRI / NRI-sponsored quota can directly appear for the Online Interview by depositing an entry fee of US \$ 50. Fees for NRI quota is as indicated at column 9.1 of the Prospectus and the same will have to be paid in one go.
11. It is important for the candidates applying for PG Diploma Course in English Journalism to indicate their choice of campuses (*New Delhi, Dhenkanal, Kottayam, Aizawl, Amravati, and Jammu*) in an order of preference as this programme is offered in all the campuses of IIMC (for details, please see the Prospectus). In case no preference is indicated by the candidate, the Institute will allocate the designated seat in any of the campuses at its own discretion.
12. **Photograph:** It is strongly advised to upload the latest passport size profile photograph of the Applicant taken by using a good mobile camera with well-lit face, plain and light-coloured background. The photo must be sharp and well-focused. Applicant should upload the JPG/JPEG file of photo directly from the computer/mobile. It is recommended to avoid clicking printed photograph and uploading it. There should be no one in the background of the photograph, otherwise, the application can be rejected.

As the remote proctored online Entrance Examination entails matching the photograph with the applicant who is appearing in the examination, candidates are advised to upload the latest and clear photograph only.

13. Applicants are advised to arrange the soft copies of the following before filling the Application Form:
 - A latest passport size good quality photo (see above) and a digital image of the signature. The file size of the photograph must be **150 KB - 256 KB**.
 - All the Certificates related to Education, Age, Caste, EWS or Differently-abled category must be issued/countersigned by the appropriate authority. All the Educational and Age related certificates must be self-attested by the applicant. Applicants have to keep the Certificates ready with them as it will be required during the final admission.
14. Before submitting the Application Form, please check it carefully. The Institute will not entertain any changes in the Application Form at a later stage.
15. It is the personal responsibility of the applicant to ensure that all the statements made in the application form are true, complete and correct to the best of their knowledge and belief. In the event of any statement/information being found false/incorrect/incomplete or ineligibility being found before or even after the admission his/her admission will stand automatically cancelled.
16. After final submission, the applicant will get a Unique Registration Number (URN). You can either print it or note it down and keep it safe for future correspondence.
17. Classes to all the courses will be commencing only together, details of which will be announced subsequently. In view of the COVID-19 related situation prevailing in many parts of the country, the First Semester of all PG Diploma courses will be conducted in On-line mode only, in this academic year. It is expected from all the prospective students that they have access to a good quality laptop or computer with strong internet connection at home or their place of stay.
18. In the wake of Covid-19 Pandemic restrictions, IIMC reserves the right to amend/reschedule/modify the mode and process of selection/date of Online Entrance Examination, depending on the prevailing situation/govt. restrictions/public health concerns. Similarly, commencement and holding of classes will also depend on government regulations/prevaling situations, from time to time.

19. In case of any clarification or question you may contact us:

Email: academiciimc1965@gmail.com

- Ms. Vishnupriya Pandey, Students Relations Officer (9871182276)
- Sh. Raghuvinder Kumar Chawla, Academic Coordinator (9818005590)

Tuition Fee and No. of Seats

<i>Name of Course</i>	<i>Tuition Fee</i>	<i>Seats and Campus</i>
Post-graduate Diploma in Journalism (English)	Rs.87,000	68 seats each in New Delhi and Dhenkanal Campuses 17 seats each at Kottayam Aizawl, Amravati, Jammu and Campuses
Post-graduate Diploma in Journalism (Hindi)	Rs.87,000	68 seats, New Delhi
Post-graduate Diploma in Radio & TV Journalism	Rs.1,60,000	51 seats, New Delhi
Post-graduate Diploma in Advertising & Public Relations	Rs. 1,23,000	77 seats, New Delhi
Post-graduate Diploma in Journalism (Malayalam)	Rs.47,000	17 Seats, Kottayam
Post-graduate Diploma in Journalism (Marathi)	Rs.47,000	17 Seats, Amravati
Post-graduate Diploma in Journalism (Odia)	Rs.47,000	25 Seats, Dhenkanal
Post-graduate Diploma in Journalism (Urdu)	Rs.47,000	17 Seats, New Delhi