



मिसिल सं : वी / 1205 / 2022-23(विविध)

दिनांक : 18.07.2024

### परिपत्र

शैक्षणिक वर्ष 2024-25 के सभी एम ए प्रोग्राम व स्नातकोत्तर डिप्लोमा पाठ्यक्रमों के विद्यार्थियों को सूचित किया जाता है कि पाठ्यक्रम पंजीकरण दिनांक 05 से 07 अगस्त 2024 तक होना है ।

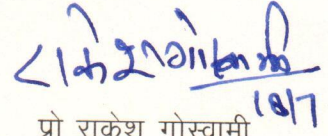
2. सभी विद्यार्थियों को पंजीकरण के समय अपने मूल शैक्षणिक दस्तावेज, दो पासपोर्ट साइज फोटो तथा शैक्षणिक दस्तावेजों की फोटो प्रतियां साथ लानी होगी ।

3. सभी विद्यार्थियों को निर्देश दिया जाता है कि वे संलग्न पीडीएफ (Annexure-A,B,C,E,G,H,I,J) फार्म भर कर संबंधित कैम्पस में पंजीकरण फार्म के साथ जमा कराएं ।

4. सभी दस्तावेजों का सत्यापन संस्थान में संबंधित विभाग द्वारा किया जाएगा

5. यह परिपत्र सक्षम अधिकारी की स्वीकृति से जारी किया जा रहा है ।

आजादी का  
अमृत महोत्सव

  
18/7

प्रो राकेश गोस्वामी  
(प्रवेश प्रभारी एवं परीक्षा नियंत्रक)

प्रति:

1. महानिदेशक कार्यालय
2. अपर महानिदेशक कार्यालय
3. सभी संबंधित पाठ्यक्रम विभाग
4. सभी क्षेत्रीय निदेशक



**INDIAN INSTITUTE OF MASS COMMUNICATION**  
(Deemed to be University)

**REGISTRATION FORM** (ACADEMIC YEAR 2024-25 / 2024-26)

PASSPORT  
PHOTO

(ALL INFORMATION IN BLOCK LETTERS)

Type of Program : MA  Diploma

Type of Admission : Regular  Supernumerary

Name of the Program :

Name of the Campus :

1. Applicant's Aadhar No. :

2. Name of Applicant :

Name in Hindi : \_\_\_\_\_

3. Gender : Male  Female  Others

4. Category : UR  SC  ST  OBC  EWS  PWD

5. ABC ID :

6. Father's Name :

Father's Name in Hindi : \_\_\_\_\_

7. Mother's Name :

Mother's Name in Hindi : \_\_\_\_\_

8. Date of birth :

9. Correspondence Address with pincode number : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



CAMPUS CODE OF CONDUCT

Introduction:

Institute has formulated Code of Conduct to improve overall development of students by creating effective teaching–learning atmosphere. It promotes the professional behaviour and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is “Self Discipline Is The Best Discipline” The purpose of this code of conduct is to make the students familiar about the rules and regulations of the Institute and to progress towards the achievement of the mission and vision of the Institute.

All students are expected to observe rules and regulations to enable the smooth working of the Institute and keep Harmony, Silence and Educational Atmosphere in the Institutional premises. Therefore, all students of are being introduced the following code of conduct which must be followed by every student of the Institute.

1. The classes start from 10a.m. daily except on public holiday/ vacations notified by IIMC HQs. New Delhi.
2. Students are required to maintain a high standard of discipline.
3. Any student who has been found guilty of indiscipline will automatically lose his/her claim for the campus placement apart from any other disciplinary action deemed fit by the administrative authorities.
4. Students are required to be regular in the classes. Students not joining class in time will be treated as absent and his /her absence beyond permissible limits i.e. 75% will be liable for action as notified by IIMC HQs., New Delhi, besides debarring the student to appear in the exams.
5. Parents/Guardians are expected to make frequent inquiries about the attendance of their wards. It is not incumbent on the Institute to inform the parents/students about the shortage of attendance.
- 6.No student shall leave the premises before the Institute timing without the prior permission of HOD/ Course Director.
4. Attendance in seminars, special lectures and functions organized by the Institute is compulsory. Any student who violates this shall be debarred from the Institutional activities and placements.
5. Every student must adhere to the schedule of submission of class assignments, projects etc.

6. The Institute would maintain details of the contributions made by a student for credit entry in his/her Institute leaving certificate. Similarly, the student will invite negative marks in the same certificate for any misconduct/indiscipline.
7. Students are required to carry identity card all the time on the Campus.
8. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
9. No phone calls/ eatable /smoking are allowed in the Institution especially in classrooms.
8. Ragging is an offence. Ragging is strictly prohibited in the campus/premises. Any student/students involved in such activities will be immediately expelled from the institute.
9. Students will abide by code of conduct as laid down under UGC notification 2016 (Prevention, Prohibition and Redressal of Sexual harassment of women employees and students in higher educational institutions) Regulations 2015. Any case of sexual harassment shall be dealt with as per rules of the UGC.
10. Every student help to keep college premises/campus/Classroom & desk- chairs clean and neat, everyone must use dust bin for garbage.
11. Campus premises and classrooms are under CCTV surveillance. Everyone must follow the disciplinary manners in campus premises /classroom.
12. During the conduct of lectures, students should not loiter in and around the Institutional premises.
13. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
14. No friends/ guests/ visitors/any outsider shall be allowed with the students in the Institute premises/campus as well as in the classrooms.
15. Students should make use of Institute Library and must not loiter in the college premises whenever they have a free period.
16. Any student who damages the reputation of the Institute in any way is liable to be expelled. Offenders shall be liable to face legal action.
17. For any kind of misbehavior with Professors/ administrative staff or creating disturbances in the Institute premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
18. Furniture in the classrooms should not be moved or displaced.

19. Students must take proper care of all the Institute property. Any damage done to the property of the Institute by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the Institute and will be considered a punishable offence.

20. Writing on walls/ pillars/ bath rooms/ furniture/ white boards is strictly prohibited.

21. Any type of malpractice is strictly prohibited in semester/final Examinations.

22. No function/programme/ birth day can be held in the Institute campus/ classroom without prior permission of the HoD/ Competent Authority.

23. In case of any kind of problem or need of medical emergency in the Institute, student should report to the HOD/concerning authority, which will help them solve their problem.

23. Students are prohibited from doing anything inside or outside the Institute that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the Institute premises directly or indirectly.

24. Absence from Institute due to medical reasons should be followed by a medical certificate from a government hospital (if absence is more than a week) and from the medical board of a government hospital (if absence is more than 15 days) and a fitness certificate from the medical board of a government hospital immediately at the time of joining (in case the absence is more than 15 days).

25. Students are required to provide correct and authentic information to the administrative authorities of the Institute as and when required. Any change in particulars given at the time of admission should be intimated as and when they occur.

26. Students are not allowed to do unauthorized recording (audio/video) in classrooms.

27. **Students shall refrain from**

- a) Smoking, drinking, gambling and drug taking in any form; the Institute is a SMOKE FREE ZONE.
- b) Causing damage to Institute building, furniture, fixtures, garden or to any other property. Tampering with official records of Institute.
- c) Bunking off classes, either individually or in group.
- d) Making noise in corridors while teaching is in progress in other classrooms.
- e) Demeaning the status, dignity, esteem & honor of students and staff.
- f) Indulging in verbal or digital abuse, aggression, indecent gestures and obscene behavior or any kind of violence.

- g) Carrying arms and ammunition.
- h) Any conduct which acts as a threat to safety and security of the college fraternity.
- i) Any acts of indiscipline, immorality, an illegal nature, harassment, bad behaviour both inside and outside the Institute campus
- j) Any activity which negatively affects the reputation of the Institute.

**LIBRARY CODE OF CONDUCT**

**LIBRARY HOURS:** 9.30 AM to 6.30 PM Monday to Friday  
Reading Room: 9.00 AM to 8.00 PM Monday to Friday

**Issue of Books:** 10.00 AM to 5.00 PM.

The library will remain closed on all public holidays notified by the Government of India. All users must prepare to leave the library ten minutes before the closing time and to be out of the building by the closing time.

**GENERAL LENDING RULES:** Loan privileges and its conditions

1. Members must produce their valid library membership card when borrowing books. Members must confirm that all library materials in their possession have been properly checked out to them before leaving the library.
2. Members are held responsible for all materials charged to their cards.
3. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
4. All students should sign the entry register of the library, before entering.
5. Students must handle the book/s very carefully.
6. All students should note that, Library Cards are not transferable.
7. Students are not allowed to carry any eatable items in library.
8. Members will be held responsible for any mutilation (including defacement) found in library materials when returned. They must check and report any mutilation found at the time of issuing the book.
9. Members must report the loss of library materials immediately to the Circulation Section of the Library and they must compensate the loss as per Library rules. (Table A)
10. Any book not returned in response to a final overdue notice would be considered as lost and the member would be asked to pay compensation for the lost book.

11. Fines will be calculated, according to the Rates of Fines, from the due date and the amount should be paid at the library.
12. Members must ensure that the books issued to them are returned or renewed on or before the due date. Notices sent by the library serve only as a reminder and non-receipt of the notices does not absolve any member from paying fines or other penalties as stated in these Rules.
13. Each borrowing member will be issued library tickets as per their entitlement.
14. In case the members (*Students*) fail to return the borrowed documents on or within the due date, they shall be liable to pay overdue charges at the rate of Rs.2.00 per day on the spot. The privileges given to the student members shall be suspended if overdue materials are not returned. If there is a delay of two months from the due date for the return of books the membership of student member will become invalid and the renewal of membership would be possible with a deposit of fee of Rs. 200.
15. The borrowing member who repeatedly fails to return documents on due date consecutively on five occasions may lose the privilege of the membership of the library. They will also not be allowed to borrow books.
16. The documents on loan with the members can be recalled by the library at any time.
17. If the refundable library deposit of Rs 5,000 is not claimed within one year of the termination of the Programme, the same shall be forfeited.

Filled in application in prescribed form duly forwarded by the head of the respective unit (in case of staff) along with two recent photographs (passport size) shall be submitted to the library. Membership is granted on the express understanding that member legally bind themselves to return all documents issued to them on their own and obtain a 'No-Dues Certificate' at the time of Retirement, Resigning/termination. Borrower's card issued to the members shall be maintained in the library. The member has to fill the entry on every transaction.

#### **TYPES OF RESOURCES AND THE CONDITIONS FOR USE**

1. **Reference Books:** only for consultation within the library.
2. **General books** available in general section, area studies can be borrowed.
3. **Serials (Journals/Magazines/News Papers):** only for consultation within the library.
4. **Official Publications:** only for consultation within the library.
5. **Rare books:** consultation with the permission of competent Authority.
6. **Non-Print documents:** only for consultation within the library.

### DOCUMENT ISSUE:

Privileges of members in respect of borrowing documents are given below:

<b>Borrowers</b>	<b>No. Of Documents Entitled</b>	<b>Loan Period</b>	<b>Overdue charges</b>
Academic staff	Twelve (12)	Maximum 90 days	Reminders
Non-Academic Staff	Two (2)	Maximum 30 days	Reminders
Students	Two (2)	Maximum 7 days	2 Rs. per day

### LOST OR DAMAGED BOOKS:

*The borrower is obliged to compensate lost or damaged items either by substituting the material by its latest edition available in the market or paying for it as per the table "A".*

Fines will be calculated, according to the Rates of Fines, from the date due to the date when the material was reported lost.

In the case of Ex. Employees/ special members the amount due for the lost book will be intimated in writing and in case the same is not paid then it will be recovered from the security deposit made by the user. The membership will also be forfeited.

Table A

S. No.	Year of Publication	Cost Plus Surcharge to be recovered
1	Prior to 1940	Current publishers Price plus 200% as surcharge.
2	1940-1950	Current Publishers Price Plus 175% as surcharge.
3	1950-1960	Current Publishers price plus 150% as surcharge.
4	1960-1970	Current publishers price plus 140% as surcharge
5	1970-1980	Current publishers price plus 125% as surcharge

**UNDERTAKING**  
(In Duplicate)

I, \_\_\_\_\_ S/o/D/o \_\_\_\_\_

R/o \_\_\_\_\_

have read and understood the 'Campus Code of Conduct & Library Code of Conduct' given above. I, hereby, undertake that I will comply with each and every clause of the Campus Code of Conduct & Library Code of conduct. I understand that in the event of noncompliance on my part the Administrative Authorities of the Institute will be free to take any action against me as per the given Campus Code of Conduct.

**Counter Signed**

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Signature of Parent /Guardian)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Programme: \_\_\_\_\_

Relationship \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## HOSTEL RULES AND REGULATIONS

### Room Allotment

- No student can claim admission as a right. All rights of admission to hostel are reserved with the Director General.
- Rooms will be allotted by the Warden according to the plan prepared by the Warden (s) in the beginning of the session.
- Vacant accommodation shall be assigned to the students in order of their admission to the Institute.
- Allotment of hostel seats will be for the full academic year. In case the resident wants to leave the hostel in the middle of the academic year, he/ she shall pay the hostel charges for the full academic year.
- Admission shall be sought afresh in every academic session. A student may be refused admission without conveying any reason.
- Institute reserves the right to move any hostel resident from one room to another if the need arises.
- A dormitory will not be allotted to a single person even on full payment.

### Behaviour and Discipline

- The administration will view any activity of the inmates observed to be seriously prejudicial and detrimental to the smooth and peaceful functioning of the Institute's hostel, disciplinary action will be taken against those found guilty.
- Hostel residents are prohibited from climbing over the fencing and boundary walls to get in or out of the Hostel/Institute campus.
- Hostel residents are not allowed to change rooms and transfer any furniture from one room to another room and add any furniture without the prior permission of hostel warden.
- Any damage to hostel /institute property must be reported immediately to hostel warden.
- Students are required to keep their room clean and tidy at all times. Warden will carry out periodic inspection of the rooms.
- Do not plaster walls with posters or scribble anything on the walls of the room in the hostel. Penalty would be deducted from security deposit for the same.

- Residents will be charged for all damages due to negligence on their part.
- Smoking, consumption of alcoholic drinks, drugs and any other intoxicating substances are strictly prohibited. Any resident found indulging in such practices shall be fined heavily and will be asked to vacate the hostel without any notice.
- The residents shall vacate the hostel rooms within 15 days of termination of the final examination, or as directed by the authorities. A fine of Rs 100/- per day will be charged for overstaying for the next seven days. In case the room is still not vacated, it will be locked by the hostel authorities till the possession of the room is handed over / taken over and a fine of Rs 200/- per day shall be charged.
- Acts of indiscipline, misbehavior, gambling or possession of weapons in the hostel premises including rooms shall be severely dealt with. A resident guilty of any of these violations shall be liable to expulsion or any other punishment deemed fit by the Institute.
- Before leaving the hostel, every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the concerned authority.
- Residents shall keep the identity cards with them and will present these on demand by the authorities.
- Any form of ragging is strictly prohibited. Any violation may lead to expulsion or any other punishment deemed fit by the Institute.

#### Mess

- All residents shall have meals in the hostel's dining hall. They are not allowed to take food or mess utensils to their rooms.
- Residents are not allowed to enter the kitchen.
- Cooking in the hostel rooms is strictly prohibited.
- Complaints, if any, against the conduct of the contractors / servants may be made by the residents to the Wardens. No complaint about mess / canteen, etc. shall be entertained if the complainant himself is a defaulter.

#### Attendance and Leave

- It is obligatory on the part of the resident to be present in the hostel on all days except when they go home with the permission of the Warden.
- Attendance of boys as well as girls in their respective hostels shall be taken every day at the time fixed by the respective wardens. Any resident not present at the time of attendance shall be liable to be marked absent for that day for which he / she should have prior permission or sufficient explanation.

- All residents shall, under all circumstances, fill night-out slips and seek permission of the concerned warden about their absence from the hostel whenever they go home. They must also report to the warden and record their departure/arrival in the movement register.

### Visitors and Guests

- No visitors (even day scholars or family members) are allowed in the rooms of the students. All visitors are to be entertained during the visiting hours from 10 AM to 8 PM in the area earmarked for the purpose.

### Rent and Mess Charges

- Hostel rent, including mess charges, is to be paid in two installments at the beginning of each semester. Delay in payment may lead to penalty and eviction from the hostel.
- Mess payment has to be made to the mess vendor in advance.
- Residents getting admission to hostel at any time during the month will be charged full fee for the month.
- The securities will stand lapsed after one year of leaving the hostel.
- In case of non-payment of dues in time or violation of any hostel rule by a resident, the Warden may get his / her room locked or opened for possession without any liability whatsoever. The belongings shall be transferred to the store. If the dues are not cleared within one month of the taking of possession of the room, he/she shall have no claim, whatsoever, for his/ her belongings.

### Maintenance

- Complaints, if any, either related to electricity or civil or maintenance should be lodged in a register placed at the hostel reception. Every effort will be made to attend to your complaints on priority.

### Time Schedule

- All the students should be in the Hostel as per time schedule as below:
  - i) From 1<sup>st</sup> April to 30<sup>th</sup> September each year by 11.00 pm;
  - ii) From 1<sup>st</sup> October to 31<sup>st</sup> March each year by 10.00 pm.

Students have to obtain prior permission of the warden if they have to leave the hostel before 6 a.m. or arrive after 11.00 p.m./ 10 p.m. as the case may be. No students shall be permitted to stay out of the hostel at night without prior permission of the warden.

## General Rules

- For the proper democratic functioning of the hostels, hostel committee dealing with several issues related to hotel will be formed in each hostel. The committee will work closely and in full cooperation & coordination with the Warden to enhance the image of each hostel. This committee will also make new suggestions to the administration for further improvement in the hostels and ensure proper discipline & decorum.
- Signed consent by parents/ local guardians of students shall be mandatory before students leave hostel. Consent on phone and email will not be valid for this purpose.
- The hostel will not be responsible for any loss/damage of private property such as cash/mobile phone/ scooter / motorcycle/car and other valuables. The residents are advised to get their vehicles insured against loss, theft and fire.
- Residents shall see the Wardens in the office during the fixed hours. In case of emergency, security guards on duty should be sent to the Wardens' residence.
- Living in a hostel pre-supposes a high degree of integrity and consciousness as a member of the community. It entails a moral responsibility upon a resident to:
  1. See that no damage is done to hostel property.
  2. Make every effort for peaceful co-existence.
  3. Observe all hostel rules meticulously in letter and spirit.
- Any violation of rules and regulations will be subject to strict disciplinary action and parents of the ward will be informed accordingly. Disciplinary action may take the form of any or all of the following penalties in accordance with the nature and seriousness of the offence:
  1. Payment for the repair or replacement of the article(s) damaged.
  2. Suspension from the hostel for a specified period of time.
  3. Expulsion from the hostel.
  4. Order/ decisions notified from time to time by the IIMC Administration/ Warden will be binding on the residents.
- Ragging of any kind is strictly prohibited. Students are expected to maintain cordial relations with other hostel mates.
- IIMC follows Zero Tolerance policy with regards to sexual harassment. Strict disciplinary action would be taken for any violation in this regard.
- Students should be properly dressed while visiting the dining hall, lounge, reception and hostel premises.
- Do not bring any expensive jewellery nor keep large sums of money in your room. Hostel authorities will not be responsible for any loss.

Annexure E

**UNDERTAKING BY CANDIDATES ADMITTED TO VARIOUS PROGRAMMES**

(Batch 20 \_\_\_\_\_)

I, \_\_\_\_\_ aged \_\_\_\_\_ years son / daughter of \_\_\_\_\_ now residing at \_\_\_\_\_

seeking admission to \_\_\_\_\_ programme & branch at IIMC.....and admitted to the IIMC, I shall agree to obey the following conditions diligently.

I am aware that admission is subject to my discipline and conduct. I shall abide by the rules and regulations of IIMC in force, during my education at IIMC. I shall cease to be a student of the Institute if at any time I go on strike or absent myself from the classes during the period of strike or violate any rules and regulations prescribed by the Institution.

I am aware that I shall be summarily expelled if I am found at any time, in possession or in custody of including but not limited to any object or sexually explicit item, or arms or rods, chains, swords, knives, sticks etc., or in possession or custody of drugs, alcohol or psychotropic substances or found to have consumed any of the above within the premises or in the precincts of the Institute or Hostel.

I shall subject myself & undergo medical test /check-up /breathe tests/drugs screening/ blood sample collection etc., by a medical or para-medical professional as may be required by the Institution, at any point of time while I am the student of this Institute. I consent to permit the treating doctor to collect and store blood/urine samples and also to disclose the results IIMC if necessary. I also consent and permit the Institute to access health records from Institute Health Centre. I undertake to keep the institution informed at all times if I am afflicted with any communicable disease.

I am fully aware that ragging in any form is prohibited and an illegal activity and I have full knowledge of the relevant provision of the Indian Penal Code and UGC regulations on curbing the menace of ragging in Higher Education Institution, 2009. Ragging as defined by the Ragging Act also includes physical or mental harm including teasing, abusing, playing practical jokes etc. If I indulge in ragging, I am liable for IMPRISONMENT FOR TWO YEARS with a fine up to INR Rs. 10,000/- (Rupees Ten Thousand). I am also aware that I am liable to be expelled from the Institute and Hostel, at the discretion of the Institution authorities, if I indulge in

ragging, eve teasing and other acts of violence or abet with persons indulging in such activities.

I am fully aware that, while the Institute encourages healthy interaction between boys and girls, it prohibits eve teasing/sexual harassment, any indecent behaviour or any physical contact or public display of affection (PDA) among students and other such conducts prohibited under the Sexual Harassment of Women in workplace (Prevention, Prohibition & Redressal) Act and the relevant UGC Regulations. Those involved in such activities will be summarily expelled from the Institute and may also be liable for criminal action.

I am fully aware that possession of cell phone / any electronic devices inside the examination hall is strictly prohibited and if violated, liable to be confiscated and punished as per the examination rules of the Institution. I am also aware that impersonation in any form will lead to expulsion from the Institute.

I am fully aware that if I engage in any unbecoming act, that shall damage the reputation of IIMC in any manner whatsoever, I shall be expelled from the Institute and Hostel. I shall also disclose and assist the authorities if I am aware of any such violation committed by any person.

If I am expelled from the Institute for any reason whatsoever, I am aware that I shall forthwith be expelled from the Hostel also. I am aware that my re-admission to the Institution shall be entirely at the discretion of the Institute authorities and if I am permitted to rejoin the Institute, I shall be liable to remit readmission fees prescribed by the Institute.

I have read "Campus code of conduct for the students and Code of Conduct of IIMC Library for the students of the Institute" and understood the codes. I shall abide all the codes of conduct. I have signed undertaking for all these codes of conduct.

**Signature of the Parent/Guardian**

**Name:**

**Date:**

**Mobile No.:**

**Signature of the Applicant**

**Name:**

**Date:**

**Mobile No.:**

**UNDERTAKING BY HOSTEL RESIDENTS**

I, \_\_\_\_\_  
\_\_\_\_\_ with Registration No. \_\_\_\_\_ enrolled for the  
\_\_\_\_\_ Programme in the  
Department of \_\_\_\_\_ do hereby undertake that as a hosteller at IIMC  
New Delhi, I hereby solemnly promise that:

1. I shall obey, in word and spirit, the rules and regulations of hostel and any amendments thereof.
2. I shall always maintain discipline and decorum of hostel.
3. I shall preserve, tend, and safeguard the property of hostel, and shall not, knowingly or otherwise, destroy, damage or deface hostel property.
4. I shall always keep my room and the common grounds of hostel clean and unsoiled and will make it available for inspection as and when required.
5. I understand that ragging is strictly prohibited and is an offence, and that any involvement will lead to my summary termination from the Institute.
6. I understand that use of any addictive substance like tobacco, alcohol, narcotic or habit-forming drugs, etc., is strictly prohibited in hostel / Institute. I will be liable for any disciplinary action for indulgence in such activity, viz., smoking, consumption of alcoholic drinks or any other intoxicating substance in hostel and Institute premises and if found under its influence at any point of time / place in the Institute.
7. I will maintain my valuables in my own custody. The management is not responsible for any loss or damage.
8. I agree that no entry or exit will be made by me from 11 PM/ 10 PM (as the case may be) to 6 AM in the Institute, unless specific permission is taken.
9. I understand that prior permission must be obtained from the competent authority to visit outside campus for bonafide purpose; I will be solely responsible for my safety and protection during the time I am out of the institute. In case I leave the Institute /hostel without prior permission, Institute can initiate the disciplinary action against me and Institute authorities are not responsible for my safety.

10. In the event, when I take a leave (with permission) to visit hometown or other places, I will be solely responsible for my safety and protection during my departure and return to the Institute.

11. In the event of visit by my parents / guardians or relatives, I will inform the Warden in advance and access / contact with them, meeting in hostel or going out for local visit will be with the consent of the Warden (Written permission).

12. I understand that no friends or outsiders are allowed in the hostel premises. Also, men cannot go to the women's hostel or vice versa if not otherwise stipulated, and any such visit will be seen as a serious misconduct, inviting penalty.

13. I will play a proactive role as a student and suggestions / feedback for improvement or any concerns about aspects of hostel life will be brought to the notice of hostel in-charge (warden??) immediately.

14. I will strive to play a proactive role in keeping gender amity and maintain cordial & harmonious relations with all, group, individual and authorities on the campus. I understand that the Institute observes a non-negotiable stand with regard to issues of caste, creed and communal harmony.

15. I understand that my involvement in any unacceptable behaviour under the code of conduct and above and any violation of hostel rules will lead to my immediate expulsion from the hostel / Institute.

16. I will not change my allotted room without permission from the authority. As an IIMC hosteller, I will be responsible for the care of the hostel property. I will not remove any furniture from the room and add any furniture without permission of the Warden.

17. I will not cook any type of food item in my room, and will not carry kitchen utensils, tea or milk to my room or any place other than the dining hall.

18. I will not bring any expensive jewellery nor keep large sums of money in my room. Hostel authorities will not be responsible for loss of any jewellery/ money.

19. I shall ensure that all dues, including fines or penalties that may have been imposed against me, are paid on time.

20. I shall strictly observe and abide by the code of conduct of hostel.

21. **Hostel Staff:** Students shall always treat the staff and housekeeping staff of hostel with courtesy. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of hostel.

22. **Hostel Rent:** Hostel rent has to be paid in two installments. Delay in payment may lead to penalty and eviction.

23. Celebration of Birthdays: (1) It shall be with prior written permission of the Warden. (2) It shall be held in a common place for one to two hours between 8.00 pm and 10.00 pm. (3) There shall not be any kind of physical discomfort to other hostellers. (4) No outside guest will be allowed. (5) Violation of the rule shall be penalized.

Student's Signature: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, father/ mother/ guardian of \_\_\_\_\_

have read the terms of above undertaking and understand that the above rules are for my ward's benefit and improvement. I also understand that if he/she fails to comply with these terms, he/she will be liable for suitable action as per Institute rules and law. I undertake that he/she will strictly follow the above terms and conditions.

Parent's/Guardian's Signature: \_\_\_\_\_

Name of the Parent/Guardian: \_\_\_\_\_

(If Guardian mentions the relationship with student) Address for Correspondence :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No. : \_\_\_\_\_ E-Mail ID: \_\_\_\_\_

CHARACTER CERTIFICATE

Certified that I have known Mr./Ms./Mrs. \_\_\_\_\_

S/o/D/o Shri \_\_\_\_\_ for the last  
\_\_\_\_\_ years \_\_\_\_\_ months and that to the best of my knowledge and belief  
he/she bears reputable character and has no antecedents which render him/her  
unsuitable for admission in any institute.

That Shri/Ms./Mrs. \_\_\_\_\_ is not related to me.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

Stamp: \_\_\_\_\_

\*(to be signed by anyone of the following)

1. **Gazetted Officers of Central or State Government.**
2. **Sub Divisional Magistrate / Officers.**
3. **Principal/Headmaster of the recognised School / College / Institution where the candidate studied last.**

**INDEMNITY BOND BY PARENTS**

**(On Rs.100/-Non-Judicial Stamp Paper  
Duly Notarized)**

I,.....D/o, S/o.....

R/o .....

father of Mr./Ms.....

hereby affirm that my ward has taken admission in .....

Programme of .....(Name of Institution)

Indian Institute of Mass Communication, New Delhi (hereinafter referred as IIMC)

in Academic Year 20....., bearing Enrolment number .....

I hereby declare that no criminal case is pending or contemplated against my ward in any Court of Law and I declare that if anything contrary is found, I and my ward shall be solely responsible for the consequences arising therefrom including cancellation of my ward's admission/expulsion from IIMC NEW DELHI.

Further, I have understood that my son/daughter shall be required to participate in all activities beyond classrooms which the Institute shall arrange, requiring travels, industrial visits, educational tours, field work, seminars, conferences, workshops, quiz/technical competition, cultural programs, sports, training programs, to present research papers and such other curricular, co-curricular and extra-curricular activities.

I hereby affirm that I have gone through the rules, regulations and guidelines with regard to academics, examination, hostel, discipline, tours and all other activities, as notified by the IIMC NEW DELHI. I fully understand that all these notifications and such other guidelines and norms, as may be notified by IIMC NEW DELHI from time to time are to be followed by my ward in true spirit, during entire tenure of my ward with the Institute.

I further affirm that I shall keep the IIMC NEW DELHI indemnified and shall hold IIMC and its parent body, the Foundation, and their employees/officials harmless, from every type of mishaps, unfortunate incident/accident, loss or damage(s) or any kind of medical issues/ financial expenses in medical treatment of my ward or other things which may arise out of any of such activities aforesaid stated.

Further I shall indemnify IIMC and its parent body, the Foundation, and their

employees/officials against any loss and/or damages caused due to any undesirable action on the part of my son/daughter and any admissible claims arising out of such actions.

Signature of the Indemnifier \_\_\_\_\_

1. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

2. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date \_\_\_\_\_

**ANNEXURE I**  
**AFFIDAVIT BY STUDENTS**

(This matter has to be typed on a non-judicial stamp paper of 10/-)

I, ..... (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms., having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - (a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ..... day of ..... month of ..... year.

Signature of deponent

Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ..... (place) on this the ..... (day), of ..... (month), ..... (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the ..... (day) of ..... (month) ..... (year) after reading the contents of this affidavit.

**OATH COMMISSIONER / ADVOCATE AND NOTARY PUBLIC**

**ANNEXURE J**  
**AFFIDAVIT BY PARENTS / GUARDIAN**

(This matter has to be typed on a non-judicial stamp paper of 10/-)

- 1) Mr./Mrs./Ms. ....(full name of parent/guardian) father/mother/guardian of ....., (full name of student with admission/registration/enrolment number), have been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ..... day of ..... month of .....year.

Signature of Deponent  
Name:  
Address:  
Telephone / Mobile No:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ..... (place) on this the..... (day), of ..... (month), .....(year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the ..... (day), of ..... (month), .....(year) after reading the contents of this affidavit.

**OATH COMMISSIONER / ADVOCATE AND NOTARY PUBLIC**