



# INDIAN INSTITUTE OF MASS COMMUNICATION

## Prospectus 2023-24

### Post-Graduate Diploma Courses

- Journalism (English)
- Journalism (Hindi)
- Radio & Television Journalism
- Advertising & Public Relations
- Digital Media
- Journalism (Malayalam)
- Journalism (Marathi)
- Journalism (Odia)
- Journalism (Urdu)

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## ABOUT IIMC

The Indian Institute of Mass Communication (IIMC), established under the Ministry of Information and Broadcasting, Government of India, on 17 August 1965, is currently one of the premier institutions of its kind in the country providing quality training in journalism and undertaking meaningful research in the field of Media and Mass Communication. IIMC is Asia's first Institute to have a dedicated Communication Research Department conducting research, analysis and impact assessment studies for various Ministries and Government Departments. The Research focuses primarily on government campaigns, impact analyses, feedback etc., providing quality inputs for strategizing government campaigns and communication programmes for their effective and wider reach.

IIMC is the Training Academy of Indian Information Service (IIS) Officers. In addition, the Institute successfully conducts a number of Post-graduate Diploma in Journalism Courses in English, Hindi, Radio & TV, Urdu, Odia, Marathi, Malayalam and Advertising & Public Relations, which enjoy high industry acceptance. IIMC also runs many short-term courses on media relations & engagement and public relations for officials of various departments of Government of India, State Governments, PSUs and the Armed Forces. It also conducts an international programme – biannual Diploma Course in Development Journalism for mid-career journalists and media officials from across the developing countries. Overall, IIMC has been at the forefront of preparing trained communication professionals in the country for many years.

Offering industry-oriented courses in Mass Media, IIMC enjoys an excellent placement record for its students. It has been ranked No. 1 Media Institute in the country by *IndiaToday*, *Outlook* and *The Week-Hansa* annual ranking of educational institutions in 2018, 2019, 2020, 2021 and 2022.

The Ministry of Human Resources Development (rechristened as Ministry of Education), on the recommendation of the University Grants Commission, granted the Letter of Intent to IIMC for becoming a Deemed-to-be University under the De Novo category over the three years. Efforts are being taken on a war-footing to achieve the goal of making IIMC a Deemed-to-be University.

Headquartered at the full-fledged campus in New Delhi, IIMC has its Regional Campuses at Dhenkanal, Odisha (established in 1993); Aizawl, Mizoram (established in 2011); Amravati, Maharashtra (established in 2011); Jammu, J&K (established in 2012); and Kottayam, Kerala (established in 1995) to provide quality media education in the respective regional languages, in addition to various courses offered at the national level.

## POST GRADUATE DIPLOMA PROGRAMMES 2023-24

Following are the One Year Post Graduate Diploma Programmes being offered at IIMC, New Delhi and its Regional Campuses.

Sl. No	Course	No. of Seats	Campus
1	PG Diploma in Journalism (English)	68 68 17 20 17 17	IIMC New Delhi IIMC Dhenkanal IIMC Aizawl IIMC Amravati IIMC Kottayam IIMC Jammu
2	PG Diploma in Journalism (Hindi)	68 20 20	IIMC New Delhi IIMC Jammu IIMC Amravati
3	PG Diploma in Radio & TV Journalism (Bilingual – English & Hindi)	51	IIMC New Delhi
4	PG Diploma in Advertising & Public Relations (Bilingual – English & Hindi)	77	IIMC New Delhi
5	PG Diploma in Digital Media	20 20 20	IIMC New Delhi IIMC Aizawl IIMC Jammu
6	PG Diploma in Journalism (Odia)	25	IIMC Dhenkanal
7	PG Diploma in Journalism (Marathi)	20	IIMC Amravati
8	PG Diploma in Journalism (Malayalam)	17	IIMC Kottayam
9	PG Diploma in Journalism (Urdu)	17	IIMC New Delhi
	Total	582	

## 1. Post Graduate Diploma in Journalism (English)

**Course objectives:** Over a period of two semesters, the students would be provided with a broad perspective of the communication field. The emphasis will be on imparting ethics and values needed to promote a free, fair, and objective media. Students will be exposed to new and evolving techniques of reporting, editing, production and distribution through a combination of theory and practical sessions. Over the period of their course, students shall report, edit and produce Lab Journals and other publications.

**Topics covered:** Communication: Concepts, Processes and Theories, History of Journalism and role of the Press, Media Laws and Ethics, Editing and Reporting New Media and Web Journalism, Radio & TV Journalism, Development Journalism, Media Management, Advertising & PR.

## 2. Post Graduate Diploma in Journalism (Hindi)

*(Course objectives are same as for PGD in Journalism (English))*

**Topics covered:** Communication: Concepts, Processes and Theories, History of Journalism and role of the Press, Media Laws and Ethics, Editing and Reporting New Media and Digital Journalism, Radio & TV Journalism, Development Journalism, Media Industry and its Management Structure, Advertising & Public Relations etc.

## 3. Post Graduate Diploma in Radio & TV Journalism

**Course objectives:** The primary objective of this course is to develop a high level of competence in communication through the spoken word and visuals. Students will be given exposure to reporting for radio and television, camera handling, video editing, sound recording and use of contemporary AV software.

**Topics covered:** Communication - Concepts, Processes and Theories, Introduction to journalism with special emphasis on Radio and TV Journalism, Radio and TV Journalism - Concepts and Processes, Radio News - Reporting, Editing and Bulletin Production, TV News - Reporting, Editing and Bulletin Presentation and Production, Broadcast Media Management, New Media and Digital Journalism, Print Media, Development Communication and Advertising & Public Relations.

## 4. Post Graduate Diploma in Advertising & Public Relations

**Course Objectives:** The primary objective of this course is to provide a deep understanding of the principles and concepts of communication, marketing, advertising, public relations, and corporate communication. The emphasis will be on familiarizing students with the latest tools of communication to help them build synergy between technology and creativity. Students will be encouraged to work in groups to prepare and present 360-degree campaigns on contemporary subjects.

**Topics covered:** Communication - Concepts, Processes and Theories, Marketing Communication, Advertising: Principles, Concepts and Management, Campaign Planning and Management, Media Planning, Government and Public Service Communication, Public Relations and Corporate Communication, New Media - Concepts and application, Communication and Marketing Research.

## 5. Post Graduate Diploma Programmes in Regional Languages

**Course Objectives:** To provide quality training in the field of journalism in regional languages with special focus on regional aspects of mass communication such as regional language, culture, and practices. It aims at creating professionally qualified and trained journalists who are well-versed in the nuances of regional language media and are empowered with a national perspective.

Over a period of two semesters, the students would be provided with a broad perspective of communication in general and that of the state/language concerned. The emphasis will be on imparting ethics and values needed to promote a free, fair, and objective media. Students will be exposed to new and evolving techniques of reporting, editing, production and distribution through a combination of theory and practical sessions. Over the period of their course, students shall report, edit, and produce Lab Journals and other publications in their respective languages. They will also be trained in TV, Radio and Digital media.

### 5.1 Post Graduate Diploma in Journalism (Malayalam)

#### Topics covered

Communication: Concepts, Processes and Theories.

History of Malayalam Journalism.

Media Laws and Ethics

Editing and Reporting

New Media and Web Journalism, Data Journalism and Mobile Journalism.

Radio & TV Journalism, Video Editing, Videography and Radio Production.

Development Journalism with emphasis on socio-economic and cultural issues concerning Kerala.

Media Management, Advertising & Public Relations, Corporate Communication

### 5.2 Post Graduate Diploma in Journalism (Marathi)

#### Topics covered

Communication: Concepts, Processes and Theories.

History of Marathi Journalism

Media Laws and Ethics

Editing and Reporting

New Media and Web Journalism

Radio & TV Journalism

Development Journalism with emphasis on socio-economic and cultural issues concerning Maharashtra.

Media Management, Advertising & Public Relations

### 5.3 Post Graduate Diploma in Journalism (Odia)

#### Topics covered

Communication: Concepts, Processes and Theories.

History of Odia Journalism.

Media Laws and Ethics

Editing and Reporting

New Media and Web Journalism

Radio & TV Journalism

Development Journalism with emphasis on socio-economic and cultural issues concerning Odisha and Eastern India.

Media Management, Advertising & Public Relations

### 5.4 Post Graduate Diploma in Journalism (Urdu)

#### Topics covered

Communication: Concepts, Processes and Theories.

History of Urdu Journalism,

Media Laws and Ethics

Editing and Reporting

New Media and Digital Journalism

Radio & TV Journalism

Development Journalism, Advertising & PR, Newspaper Management and Entrepreneurial Journalism

*(All the courses at IIMC are taught by the in-house faculty of the Institute, supplemented by guest lectures by experts from the industry/profession, specializing in their respective fields.)*

### 6. Post Graduate Diploma in Digital Media

**Course objectives:** The primary objective of this course is to introduce students to the new and emerging technologies and their application in the fields of Journalism, Public Relations, Advertising, Corporate Communication, and Development Communication. Students will be given exposure to create media messages in a wide variety of forms using a variety of digital tools.

**Topics Covered-** Understanding New Media, New Media & Society, Internet as a Medium, Media and IT Laws, Online Research, Online Journalism, Social Media, Digital Marketing, Digital PR and Corporate Communication, Big Data, Data Journalism, New Media and Development, E-Governance, Fact-checking, Verification and Media Entrepreneurship

## HOW To JOIN IIMC

**The admission to the PG Diploma Courses in Journalism in English, Hindi, Radio & TV, Digital Media, and Advertising & Public Relations will be done on the basis of Common University Entrance Test (CUAT)-PG conducted by the National Testing Agency (NTA) and a subsequent counseling process. Admission to the language courses -- PG Diploma Courses in Odia, Marathi, Malayalam and Urdu Journalism – will be done on the basis of an entrance examination conducted by the IIMC. The notification for the same is on the IIMC website: [www.iimc.gov.in](http://www.iimc.gov.in)**

The admissions will be based on the candidates' performance in the Computer based Entrance Examination conducted by National Testing Agency. The detailed instructions regarding the Entrance Examination are given in the Instruction Bulletin and FAQ of CUET (PG). It is expected from all the examinees that they attend the examination in a fair and self-disciplined way and are advised not to use any unfair means. Applicants are strongly advised to understand the whole process properly by attending the webinar and mock test to be organized by the National Testing Agency.

**Eligibility:** Indian nationals possessing a Bachelor's Degree awarded by a recognized university are eligible to apply. Students who have appeared / are appearing for Final year/semester examination of their Bachelor's Degree are also eligible to apply. If selected, their admission will be subject to their producing at least a Provisional marks-sheet/Certificate in original from their college / university latest by 30<sup>th</sup>September2023, (extendable in genuine cases after ascertaining the reasons). On completion of the course, the Diploma will be awarded only if the Original Degree Certificate is produced for verification at IIMC's office.

**Date of Birth:** General Category candidates should be born on 1.8.1998 or later (maximum 25 years as on 1<sup>st</sup> August 2023). For SC/ST/People with Disability (PwD) candidates, the date of birth should be 1.8.1993 or later (maximum 30 years as on 1<sup>st</sup> August, 2023). For OBC category candidates, date of birth should be 1.8.1995 or later (28 years as on 1<sup>st</sup> August, 2023).

**NRI Quota:** 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 an Online Interview after applying/writing directly to the IIMC (NOT through NTA) by depositing an entry fee of US \$ 50. Fees for NRI quota will have to be paid in one go.



## Reservations:

- (i) 15% for Scheduled Castes (SC)
- (ii) 7.5% for Scheduled Tribes (ST)
- (iii) 27% for Other Backward Classes (OBC) Non-Creamy Layer (NCL) as per the Central List
- (iv) 10% for General Economically Weaker Sections (General -EWS)
- (v) Reservation for Kashmiri Migrant (subject to notification from Ministry of Education for Academic Session 2022-23).

Each category mentioned above will have 5% reservations for the candidates with 40% or more disability as defined in Section 2 (r) and 2(zc) of Persons with Disabilities (RPwD) Act, 2016.

**Provisions for Persons with Disability (PwD):** As per Section 2(t) of the RPwD Act, “Persons with Disability (PwD)” means a person with long term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

According to Section 2(r) of the RPwD Act, 2016, “persons with benchmark disabilities” means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

Candidates applying under the reserved categories shall need to submit the category certificates (SC/ ST/ OBC Non-Creamy Layer Certificate/ EWS/ PwD) issued by competent authority in the prescribed format at the time of submission of application form and produce the same in original for verification at the time of admission/ registration. None-creamy Layer certificates should not have been issued earlier than six (6) months from the date of registration.

**Selection Procedure:** The selection of candidates (other than NRI quota) will be solely based on their performance in the CUET conducted by the National Testing Agency (NTA). After the merit list issued by the NTA the IIMC will organize centralized counseling sessions to guide the students so that they may get their preferred programme and Centre. There will be no Interview and Group Discussion for admissions. The final category-wise and course-wise Rank List and admission will be decided on the basis of the candidates’ overall score out of 100 marks. If two or more candidates secure equal marks, the candidate senior in age will be given preference in the rank list.

## Broad Topics for Online Entrance Test

**Please read carefully of NTA information bulletin and the Syllabus.**

## Admission Process

Once the result is announced by NTA, IIMC will issue the merit list and the students will have to fill a counselling form showing the preference of programme and the centre. A list of candidates to be provisionally admitted to each course and at each campus will be prepared on the basis of the category-wise merit list, as per course/seat allocation criteria will be published on IIMC websites [www.iimc.gov](http://www.iimc.gov). The allocation of the Campus (applicable to English, Hindi Journalism and Digital Media) will be on the basis of Merit-cum-Preference. Candidates are advised to rank all the Regional Campuses in the order of their preference at the time of counseling. In the event of a candidate leaving the choice of campus blank, IIMC will allocate the campus to the candidate on the basis of an alphabetical roster. Successful candidates are given maximum seven days' time to secure their admission by depositing the prescribed fees online along with necessary documents. Candidates claiming reservation under the Economically Weaker Section scheme should produce the Income & Asset Certificate issued by a designated authority in the prescribed format.

After the provisional admission, there will a **centralized registration process** at IIMC in which documents will be verified. For this round, students will have to bring a **printout of the NIC form filled during counseling with ink signature of their parents**. After verification of documents, an admission slip shall be issued to students. Depending upon the number of admissions secured, further rounds of results would be announced. If any seats remain vacant in any of the campuses, the same shall be offered to any of the interested candidates as per category-wise merit list. Reservation of seats will be as per Government of India orders/rules for SC, ST, Persons with Disability and EWS.

FEE STRUCTURE FOR POST-GRADUATE DIPLOMA COURSES				
Name of the Course	Tuition Fee	Library Fee (refundable)	Students Welfare Fund	Grand Total
PGD in Journalism (English)	87,000	5,000	3,500	95,500
PGD in Journalism (Hindi)	87,000	5,000	3,500	95,500
PGD in Radio & TV Journalism	1,60,000	5,000	3,500	1,68,500
PGD in Advertising & PR	1,23,000	5,000	3,500	1,31,500
PGD in Digital Media	2,00,000	5,000	3,500	2,08,500
PGD in Journalism (Malayalam)	47,000	5,000	3,500	55,500
PGD in Journalism (Marathi)	47,000	5,000	3,500	55,500
PGD in Journalism (Odia)	47,000	5,000	3,500	55,500
PGD in Journalism (Urdu)	47,000	5,000	3,500	55,500

**Semester I fees:** 50% of tuition fee+ Library Fee + Students' Welfare Fund

**Semester II fees:** 50% of tuition fee

The Students' Welfare fund is utilized for meeting miscellaneous expenditure, student welfare activities, services of wellness centre etc.

**\*Fees indicated above will be in effect for the entire duration of course and NO request/demand will be considered for any revision in course fees, once admission has been granted to the student, which will also be seen as his/her readiness to abide by all rules of the Institution, including the willingness to pay prescribed course fee, in full, with or without eligible free ship, wherever applicable.**

The first installment of the course fee must be deposited within the prescribed time period. The second installment of tuition fees is to be paid by 31<sup>st</sup> January 2024. Late fee will be charged with fine at the rate of Rs. 20 per day after 31<sup>st</sup> January 2024. The names of the defaulters will be struck off the rolls on 1<sup>st</sup> March 2024 for failing to remit the fee along with late fee. Re-admission fee of Rs. 500 will be charged on re-admission after 1<sup>st</sup> March 2024. The right of re-admission is reserved with the Institute. The paid-up installment(s) of fees shall not be refunded if a student discontinues the studies during the course.

#### **Fees For students under NRI / NRI sponsored quota:**

<b>Name of the Course</b>	<b>Fees</b>
PGD in Journalism (English)	\$ 8,000
PGD in Journalism (Hindi)	\$ 8,000
PGD in Radio & TV Journalism	\$ 12,000
PGD in Advertising & PR	\$ 12,000
PGD in Digital Media	\$ 14,000
PGD in Journalism (Malayalam, Marathi, Odia, Urdu)	\$ 4600

#### **Refund of fees**

- a) Refund of fees may be permitted after deduction of Rs 1,000 as processing fee if a request for withdrawal from the course and refund of fee is received in writing at least a day before the commencement of the course.
- b) If admission is given in the spot round, the fee will stand forfeited when a request for withdrawal from a course and refund of fee is received.
- c) In case a request for withdrawal from the course and refund of fee is received after commencement of the course, the tuition fee will stand forfeited.

## Cancellation of admission

If ineligibility of a candidate is detected at any stage, due to any reason including wrong/ forged/ incomplete documents, before or after examination/declaration of result or during any state of the courses, his/her candidature/admission will be cancelled without any notice, disciplinary action will be taken against him/her and entire fee, including library fee and students' welfare fund, will also be forfeited.

Director General may cancel the admission of any student for specific reasons at any stage.

## Financial Assistance

**Freeship:** There is a provision for financial support to needy students. Half/quarter free ships are available for each PG Diploma Course on merit-cum-means basis at Delhi and at all Regional Campuses. Every year, a committee is constituted to select the deserving candidates from among the applicants for freeships available for students. For the purpose of applying for freeships, the Annual Household Income reflected in the application forms should be supported and income certificate issued by Revenue Officer not below the rank of Sub-Divisional Magistrate (SDM). Any other declaration pertaining to household income at variance with the declaration submitted along with application form shall not be entertained for the purpose of scholarship/freeship.

## Scholarships:

1.	The ' <b>Rati Aggarwal Scholarship</b> ' will be awarded to a meritorious female student of the Hindi Journalism Course, based on her performance in the Entrance Exam.
2.	The ' <b>Star TV Scholarship</b> ' will be awarded to a meritorious student of Radio & TV Journalism, based on his/ her performance in the Entrance Exam.
3.	The ' <b>Achin Ganguly Scholarship</b> ' will be awarded to two meritorious students of Advertising & Public Relations, based on their performance in the Entrance Exam & final result after completion of the Course.
4.	The ' <b>Jaswinder Singh Memorial Scholarship</b> ' will be awarded to two meritorious students, one each from Hindi Journalism and Radio & TV Journalism, based on their performance.

## Academic Calendar

A detailed academic calendar/syllabus of courses will be announced/published as soon as the same is finalized.

## FACILITIES ON THE CAMPUS

**Library:** IIMC, New Delhi, has one of the largest specialized mass communication library in the country. It has a collection of over 40,000 titles of books and Journals on different aspects of mass communication and allied fields. The library also subscribes to various reputed international journals in the field of communication.

The Library is fully computerized and On-line Public Access Catalogue (OPAC) and Online Journals are available for students and faculty members. Library has also developed a state-of-the-art Multimedia, Reference and Research Section for students, faculty and research scholars. The Library is open from 9.00 a.m. to 7.00 p.m., Monday to Saturday.

Every student has to make a library security deposit of Rs. 5,000. Every student is allowed to borrow two books at a time for one week. If a student loses a library book, he/she must replace it or pay its price. The Library Fee shall be refunded at the end of the course after the student produces a No-Due Certificate issued by the Librarian. In case the refund is not claimed within one year from the completion of the course, the security deposit shall be forfeited.

Library Code of Conduct (**Annexure B**) may be seen for more details.

**Publications:** IIMC publishes two quarterly research journals – ‘Communicator’ in English and ‘Sanchar Madhyam’ in Hindi. The journals contain scholarly Research Papers & book reviews on various developments in the field of communication. The who’s who of the mass communication industry and academia contribute to these journals. IIMC also publishes two quarterly magazines Sanchar Srijan, a bi-lingual magazine on mass communication and Rajabhasha Vimarsh, a magazine devoted to Official Language. A monthly newsletter is also published on the happenings in the Institute. Books in English and Hindi, apart from research compilations, edited volumes are also brought out time to time.

**Printing Press:** IIMC Delhi has an in-house printing press.

**Equipment and IT infrastructure:** The Institute has adequate facilities for practical training in various branches of communication. It has two hi-tech computer labs with latest software and high-configuration systems. It also has well-equipped sound & TV studios and other audio-visual facilities. The facilities for TV and video production consist of digital ENG cameras, a multi-camera studio set-up, along with camera control units with sync and SFX generators, editing consoles, etc. The Institute has digital sound recording / editing and non-linear digital video editing facilities. The video editing facility includes server based networking and FinalCutPro machines. IIMC has extensive facilities of over two dozen DSLR cameras to enable students to handle various photographic assignments. All the classrooms are air-conditioned and equipped with projectors and other teaching aids.

Institute has facilities of computer labs, Multimedia Systems, Video Editing Equipment, Clip Video Cameras, Voice Recorders, etc. to facilitate electronic editing and computer-based graphic layout designing and publication. Training is imparted to students on software packages such as Adobe Page-Maker, Quark Express, Adobe Photoshop, Corel Draw, Macromedia Director, Cool Edit Pro, Newswrap, Adobe InDesign etc.

**Auditorium:** IIMC, New Delhi, has a 400 plus seating capacity auditorium named as 'Mahatma Gandhi Manch', a 100-seating capacity smaller auditorium named as 'Lokmanya Bal Gangadhar Tilak Mini Auditorium' and an open theatre named as 'Meghdoot Amphitheatre'. It has several seminar halls and conference rooms. In addition, the Institute has parks and lawns. The Park around Swami Vivekanand Memorial Rock has been specially developed for students to study in leisure hours.

**Sports & Games:** At IIMC New Delhi campus, facilities are available for playing Table Tennis, Badminton and Volleyball. At Dhenkanal Campus, badminton and Table Tennis facilities are made available. At Kottayam Campus, a gymnasium along with facilities for badminton and indoor games such as Chess, Caroms, etc are being provided. Full campuses at Jammu and Aizawl will be operational in this session.

**Wellness Centre and Yoga:** A Wellness Centre is functional at IIMC New Delhi where general physicians visit from Monday to Saturday. Consultation is free for students. Services of Psychologist are also available once a week. In addition, to promote general health and well-being, training sessions on Yoga are regularly organized at the Institute.

**Bank and ATM:** ATM of State Bank of India.

## **Hostel Facilities**

### **Delhi Campus**

Limited hostel facilities are available in IIMC New Delhi campus for both girls and boys. Girls will primarily get single occupancy rooms but if the number of application increases, rooms may be given on double occupancy basis and by lottery. For boys, rooms will be allotted on shared basis and by lottery. Preference, in allotment of hostel rooms/beds, will be given to outstation students as also to those belonging to economically/socially weaker sections.

### **Regional Campuses**

- Dhenkanal: Double occupancy rooms for boys and girls.
- Aizawl: Single occupancy rooms for boys and girls.
- Kottayam: Double occupancy rooms for girls, with a couple of seats reserved for boys on a temporary basis.
- Jammu: Double occupancy rooms for boys and girls.
- Amravati: Double occupancy rooms for boys and girls.

Allotment of hostel at all campuses will be done by lottery.



## LIFE ON THE CAMPUS

IIMC's flagship Campus in New Delhi and the Regional Campuses at Dhenkanal and Kottayam offer a stimulating one year Post Graduate Programme aimed at providing well-rounded education and honing of skills for a challenging job in the field of mass media and communication. Similar atmosphere will be created in other Regional Campuses as and when they shift to their permanent campuses the construction of which are progressing well, at present.

Besides the classroom lessons, a variety of special lectures, lecture-demonstrations, hands-on-the-job experiments, institutional visits, national / international seminars, video-link interactions are organized for the students throughout the academic year.

**Seminars and conferences:** Seminars and Conferences on various themes and topical media issues are organized from time to time. Leading media houses and eminent practitioners are invited to deliberate and discuss issues of importance. Over the years, this has helped in creating a forum for exchange of thoughts and ideas, besides helping in developing sound concepts, communication processes and reference materials for researchers and scholars. It is mandatory for all students to attend these events. Attendance of students will be marked during these events.

**Celebrations in the Campus:** Apart from celebrations on Republic Day and Independence Day, IIMC organizes literary and cultural programmes on the National Youth Day (January 12), International Women's Day (March 8), IIMC Foundation Day (17 August), Teachers' Day (September 5) and the National Press Day (November 16).

## REGIONAL CAMPUSES

**IIMC Dhenkanal:** The Eastern Indian campus of the IIMC was set up in 1993 in the central Odisha district of Dhenkanal. This was the first centre to be set up outside New Delhi to meet the growing need for learning, training and research in journalism and mass communication in the Eastern part of the country. Located about 80 kilometres south-west of Bhubaneswar, the capital city of Odisha, Dhenkanal is nestled in the rural and tribal hinterland of the state, connected by both rail and road (NH55).

IIMC, Dhenkanal, which began its operation in rented accommodation, shifted to its own campus on the lap of Paniohala (meaning 'hanging water' in Odia) hills in May 2000, away from the hustle-bustle of the town. The 7.5-acre new campus commands a majestic view surrounded by deep forest, a habitat of a variety of plants, animals and insects.

Since 1993, the Dhenkanal Campus has produced more than 1600 media professionals. Most of them are working in leading mainstream national and international media organizations as well as government establishments and NGOs. Many of them are also working in public relations and advertising domain. Some of them have started media units of their own; some have joined academics.

**IIMC Kottayam:** Indian Institute of Mass Communication's Regional Centre in South India was founded at Kottayam – the land of letters, latex and lakes – in 1995. It was established to impart quality training to working journalists, Public Relations professionals and State Information Officers.

In 2012, for the first time, IIMC Kottayam opened its doors to graduate students with the introduction of Postgraduate Programme in English Journalism. Since then, IIMC Kottayam has been consistently nurturing journalism talents with commitment, quality and industry-readiness. In the year 2017, Postgraduate Programme in Malayalam Journalism was launched in the Regional Campus with a view to set new quality standards in journalism training in the regional milieu.

In 2019, the new and permanent Southern Regional Campus of IIMC was made functional in the 10-acre lush green, scenic locale at Pampady, around 12 km away from Kottayam. It is a residential campus with an Academic Cum Administrative Block, Students' Hostel, Guest Suites, Staff Quarters and other facilities.

With the new campus, IIMC Kottayam envisions to enhance its stature by initiating a bunch of new short-term courses for communication professionals from public and private sector. In the coming years, IIMC Kottayam aspires to be the main hub of mass communication and media training, in South India.

**IIMC Amravati:** The Western Regional Campus of the IIMC was established in 2011 at Amravati—the land of legends, surrounded by the Satpura range forests, and opened its doors to graduate students with the Postgraduate Journalism Diploma Programme in English. Students from this Centre have earned extremely high academic credentials with excellent track record. Ever since, this course has earned good reputation with its students pursuing careers in major media organizations in the country.

In the year 2017, Marathi Journalism Programme was launched with specific thrust to promote quality training in the language media on a national scale. From 2022-23 PG Diploma in Hindi Journalism has been introduced at Amravati.

**IIMC Aizawl:** The Aizawl Campus of IIMC was inaugurated on August 8, 2011. Despite proliferation of newspapers and television channels in the North East Region of the country, there was hardly any centre for media training facilities in the region. The IIMC's Aizawl Campus aims to bridge this gap by training media professionals who could contribute to this ever-burgeoning sector.

At present, the Institute is housed in temporary premises provided by the Mizoram University and runs the Post-Graduate Diploma Course in English Journalism. PG Diploma in Digital Media has introduced from 2022-23. The full-fledged permanent residential campus of IIMC has come up on 8 acres of lush green locale and has been started from 2022-23.



**IIMC Jammu:** While extending its coverage at all-India level, IIMC set up its Regional Campus at Jammu also during 2012-13. The Government of Jammu & Kashmir has provided rent-free accommodation to IIMC for academic facilities, as well as for the students' hostel and guest house for visiting faculty. The campus shifted to its permanent campus, spread across 15 acres, in December 2022. The campus runs Post Graduate Diploma Course in English Journalism, Hindi Journalism and Digital Media.

## Placements / Internship

The constantly updated and industry linked curriculum of IIMC prepares its PG Diploma students to take up challenging assignments in the fields of journalism, advertising, public relations and creative writing etc.

Towards the end of the academic session, IIMC organizes a placement/internship fortnight, thereby facilitating an interaction between the industry and students. **However, the Institute does not guarantee any placement to its students.**

Traditionally, IIMC has enjoyed a good placement track record, with several well-known companies recruiting our students with attractive pay packages. Following is an indicative list of prominent companies that have participated in IIMC Placement Programmes in recent years.

### Placement Participating Firms

1.	Prasar Bharati	36.	Dainik Jagran
2.	Hindustan Times	37.	Krishi Jagran
3.	Edelman	38.	Economic Times Energy World
4.	Zee Media	39.	Economic Times HR World
5.	Business Standard	40.	The Times Group
6.	Inshorts	41.	ABP News
7.	Ruder Finn	42.	News 18
8.	Network 18	43.	Jagran New Media
9.	India TV	44.	Delhi Times
10.	ANI	45.	Bombay Shaving Company
11.	Election Commission of India	46.	Cafe Mutual
12.	Zee Salaam	47.	Moolah Geeks
13.	Jansatta	48.	ETV Bharat
14.	Hill + Knowlton Strategies	49.	The Pebble
15.	Fever FM	50.	Metro Rail News
16.	Select Hub	51.	Footprint Global Communication
17.	Informist	52.	Sports Rush

18.	Newzera	53.	Talking Point Communications
19.	Air Black	54.	Red Comet Films
20.	MSL India	55.	Zeno
21.	Fitpage	56.	NEM Digital
22.	Savills	57.	Mind Piper
23.	The Practice	58.	India Ahead News
24.	NEWJ	59.	Magnon Sancus
25.	High Hopes Communication	60.	Ants Digital
26.	Story Tailors	61.	My Mobile
27.	First Partners	62.	Axis Communication
28.	Brand-Comm PR	63.	Skyways Group
29.	Business World	64.	Tech Mahindra
30.	Kaizzen	65.	EFE
31.	NDTV	66.	Torque Communications
32.	Exchange4Media	67.	FCB Ulka
33.	ESS Sewa Bharat	68.	ValidateMe
34.	Pixstory	69.	Argumentative Indians
35.	The New Indian	70.	White Marque Solutions

## OTHER IMPORTANT INFORMATION: CONDUCT RULES & GUIDELINES

**Attendance:** A minimum of 75% attendance is necessary for a student to be eligible to sit in the first and second semester examination. Students falling short of the required attendance will not be allowed to appear in examination(s). Director General, IIMC, if satisfied that the shortfall was due to reasons beyond the control of the student, may condone the shortfall to the extent of 5%. Attendance until one week before the beginning of the semester examination will be considered for determining eligibility to sit in examination on the basis of attendance.

**Absence on medical grounds:** In case a student is unable to attend classes for a week on medical grounds, a medical certificate from a government doctor needs to be produced. For absence from classes for more than 15 days, medical certificate by a medical board in a government hospital, or by the Chief Medical and Health Officer of the concerned district needs to be produced. In case of absence from classes for more than a month, when the student resumes classes, a fitness certificate by a medical board in a government hospital, or by the Chief Medical and Health Officer of the concerned district will also be required to be submitted.

**Qualifying marks:** To be eligible for the award of a diploma certificate, every student will have to appear in the continuous examinations, submit their assignments on time for evaluation, participate in seminar/presentations, attend all events organized by the institute and secure a minimum of 40% marks in each subject (separately in theory and practical).

**Final Examinations:** Admit cards will not be issued to students who do not pay fees and other dues within the prescribed timelines. Students will also have to produce ‘no dues certificate’ to become eligible to sit in the final exam.

**Supplementary Examinations:** A student can appear in supplementary examination for a maximum of two papers. A minimum of 50% attendance (until one week before the start of the exam) is necessary for a student to be eligible to sit in the supplementary examination. Students with less than 50% attendance will not be allowed to appear in the supplementary exams and their name will be struck off the rolls/course.

In case a student does not appear for one or more papers in an examination or fails to secure the minimum prescribed marks in one or more papers or is held back due to short attendance, a request for a supplementary examination will be considered on merits of the case after the completion of the academic session. A supplementary examination fee of Rs. 500 per paper will be levied and, if passed, Diploma will be awarded. The supplementary examination would be subject to the student fulfilling the overall attendance criteria as mentioned above.

Students shall be given only one chance to appear in the Supplementary Examination **within three years** on completion of the course which will be held along with those of the next academic sessions. If the student does not appear for supplementary examination during the three years following completion of his/her course, his/her request for the same will not be considered in any circumstances.

The mark sheet with results of supplementary examinations will be marked as “Supplementary”. No separate cumulative mark sheet would be issued.

**Re-checking of Semester Exam Papers:** No answer paper will be re-evaluated. However, a re-checking of totaling and / or a scrutiny whether any answer was omitted from evaluation will be made upon a written request to that effect and payment of a fee of Rs. 250 per paper. The request for re-checking can be made up to 15 days after the announcement of results.

**Improvement:** Students can also opt for improvement to improve their performance in one or more papers. The improvement examination for the first and second semester be held with the first and second semester examination of the subsequent session, respectively. Mark sheets of such students will reflect the marks obtained in the improvement examination. An improvement examination fee of Rs. 750 per paper will be levied.

**Identity cards:** Identity cards are issued to students soon after enrolment. On loss or mutilation, a duplicate identity card can be issued on payment of Rs. 100/-.

**Code of Conduct:** IIMC has a “Code of Conduct for IIMC Students” which is displayed on the website of IIMC and also contained in the prospectus as **Annexure A**. Students are advised to carefully go through the Code of Conduct which includes a policy on use of Social Media, Institute’s expectations from the students, grounds for disciplinary

proceedings and disciplinary procedure. A student at the time of admission will have to give a signed undertaking to abide by the Code of Conduct. The Institute also reserves the right to rusticate a student from the course if his/her conduct is found unsatisfactory.

**Grievances:** IIMC has a zero-tolerance policy with regard to sexual harassment cases and atrocities against SCs/STs. An Internal Complaints Committee and an SC/ST Cell are in place to take stringent action against any violations.

**Discipline:** Students are required to strictly observe the rules and regulations that the Institute may frame from time to time regarding evaluation system, minimum standards of academic performance, discipline, attendance, etc. required for the satisfactory completion of the programme of studies.

**Pursuing other courses:** IIMC's PG Diploma Courses are full-time courses and students are not allowed to pursue any other full-time or part-time job or studies. Further, they are not permitted to undertake any full-time or part time employment during the period. If any such violation is noticed, the Institute reserves the right to take suitable disciplinary action, including expulsion from the course.

### IIMC MANAGEMENT & FACULTY

Prof. (Dr.) Sanjay Dwivedi	Director General
Shri Nimish Rustagi, IIS	<b>Addl. Director General (Admn.)</b> Head of Administration and Senior Officer of the <b>Indian Information Service - 2001</b> batch
Prof. (Dr.) Govind Singh	<b>Dean (Academic Affairs)</b> <b>Course Director</b> -Radio & TV Journalism and
Prof. (Dr.) Pramod Kumar	<b>Dean (Students' Welfare)</b> <b>Course Director</b> – Urdu Journalism, Head-Outreach Activities
Prof. (Dr.) Rakesh Kumar Goswami	<b>Controller of Examination, In-charge Admission</b> <b>Course Director</b> – Development Journalism
Prof. (Dr.) Surbhi Dahiya	<b>Course Director -English Journalism</b>
Prof. (Dr.) Anubhuti Yadav	<b>Course Director -Digital Media</b>
Prof (Dr.) Anand Pradhan	Hindi Journalism
Prof. (Dr.) Shashwati Goswami	<b>Head-</b> Department of Communication Research

Prof. (Dr.) Sunetra Sen Narayan	<b>IIMC, Delhi</b>
Prof. (Dr.) Sangeeta Pranvendra	<b>Head- Community Radio and IT</b>
Dr. Rinku Pegu	<b>Associate Professor</b> Training Department, Indian Information Service
Dr. Rachna Sharma	<b>Associate Professor</b> Digital Media
Dr. Meeta Ujjain	<b>Associate Professor</b> Course Director, ADPR
Dr. Rakesh Upadhyay	<b>Associate Professor</b> Course Director, Journalism (Hindi)
Dr. Pawan Koundal	<b>Associate Professor</b> Publications and OSD to DG, IIMC
<b>DHENKANAL CAMPUS</b>	
Dr. Mrinal Chatterjee	<b>Regional Director &amp; Academic Head</b>
<b>AMRAVATI CAMPUS</b>	
Prof. (Dr.) Virender Kumar Bharti	Regional Director & Academic Head and IIMC Publications Department
Dr. Rajesh Singh Kushwaha	<b>Associate Professor</b>
<b>JAMMU CAMPUS</b>	
Prof. Anil Saumitra	Regional Director & Academic Head
Dr. Dilip Kumar	<b>Associate Professor</b> In charge of English Journalism
Dr. Vinit Kumar Jha Utpal	<b>Assistant Professor</b> In charge of Digital Media
<b>AIZAWL CAMPUS</b>	
Prof (Dr.) Nongmaithem Sushil Kumar Singh	IIMC Aizawl
<b>KOTTAYAM CAMPUS</b>	
Prof. (Dr.) S. Anil Kumar	Regional Director & Academic Head
Dr. Jisha K	Assistant Professor

## 19. Contact Information

For any doubt/further clarifications, if any, the students can contact the following officials on weekdays between 11 am and 4 pm:

- Prof. (Dr.) Rakesh Goswami, Admission In charge (7014551410)
- Sh. Subhash Kumar Prajapati, Academic Coordinator (7838055429)

<p>IIMC New Delhi</p> 	<p><b>Indian Institute of Mass Communication</b>  <b>Aruna Asaf Ali Road, New Delhi - 110067</b>  <b>Tel: +91-11-26741352</b>  <b>Fax: +91-11-26742462</b>  <b>Email: <a href="mailto:academiciimc1965@gmail.com">academiciimc1965@gmail.com</a></b></p>
<p>IIMC Dhenkanal</p> 	<p>Indian Institute of Mass Communication  P B No 21, Sanchar Marg, Dhenkanal, Odisha- 759001  Tel: +91-6762-226194, 226196  Fax: +91-6762-226195  Mobile: 9337709000  <b>Email: <a href="mailto:iimcdkl@yahoo.co.in">iimcdkl@yahoo.co.in</a></b></p>
<p>IIMC Kottayam</p> 	<p>Indian Institute of Mass Communication  Southern Regional Campus, 8<sup>th</sup> Mile, Velloor, KK Road,  Pampady, Kottayam, KERALA– 686501  +91-481-2502520 Mob: +91 9496989923, +91 8547482443  <b>Email: <a href="mailto:iimckottayam2012@gmail.com">iimckottayam2012@gmail.com</a></b></p>
<p>IIMC Aizawl</p> 	<p>Indian Institute of Mass Communication  Mizoram University Campus, Tanhril, Aizawl,  Mizoram – 796004  Tel: +91-389-2300871, 2322813  <b>Email: <a href="mailto:iimcnercampus@gmail.com">iimcnercampus@gmail.com</a></b></p>
<p>IIMC Amravati</p> 	<p>Indian Institute of Mass Communication  Dr. Shrikant Jichkar Memorial Centre Sant Gadge Baba  Amravati University, Amravati, Maharashtra - 444602  Tel: 0721-2668180  <b>Email: <a href="mailto:iimcamt.entrance@gmail.com">iimcamt.entrance@gmail.com</a></b></p>
<p>IIMC Jammu</p> 	<p>Indian Institute of Mass Communication  Northern Regional Centre, Village Pattian  BSNL Exchange Road, Bantalab, JAMMU - 181123  Phone Number:9419750600  Email: <a href="mailto:jammuiimc@gmail.com">jammuiimc@gmail.com</a></p>

**CAMPUS CODE OF CONDUCT**

**1 Introduction:**

Institute has formulated Code of Conduct to improve overall development of students and Professors by creating effective teaching–learning atmosphere. It promotes the professional behavior 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, Professors, Teaching Associates, Administrative Department/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the Institute.

**“SELF DISCIPLINE IS THE BEST DISCIPLINE”**

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 introducing the following code of conduct which must be followed by every student of the Institute.

1. The classes start from 10 a.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.



7. 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.
8. Every student must adhere to the schedule of submission of class assignments, projects etc.
9. 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.
10. Students are required to carry identity card all the time on the Campus.
11. 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.
12. No phone calls/ eatable /smoking are allowed in the Institution especially in classrooms.
13. 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.
14. 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 UGC.
15. Every student help to keep college premises/campus/Classroom & desk- chairs clean and neat, everyone must use dust bin for garbage.
16. Campus premises and classrooms are under CCTV surveillance. Everyone must follow the disciplinary manners in campus premises /classroom.
17. During the conduct of lectures, students should not loiter in and around the Institutional premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
18. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
19. No friends/ guests/ visitors/any outsider shall be allowed with the students in the Institute premises/campus as well as in the classrooms.
20. Students should make use of Institute Library and must not loiter in the college premises whenever they have a free period.



21. 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.
22. 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.
23. Furniture in the classrooms should not be moved or displaced.
24. 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.
25. Writing on walls/ pillars/ bath rooms/ furniture/ white boards is strictly prohibited.
26. Any type of malpractice is strictly prohibited in semester/final Examinations.
27. No function/programme/ birth day can be held in the Institute campus/ classroom without prior permission of the HoD/ Competent Authority.
28. 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.
29. 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.
30. 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).
31. 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.
32. Students are not allowed to do unauthorized recording (audio/video) in classrooms.

**33. 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 A.M. to 6.30 P.M. Monday to Friday

Reading Room: 9.00 A.M. to 8.00 P.M. Monday to Friday

**Issue of Books:** 10.00 A.M. to 5.00 P.M.

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 course, 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 <b>90</b> days	Reminders
Non-Academic Staff	Two (2)	Maximum <b>30</b> days	Reminders
Students	Two (2)	Maximum <b>7</b> 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**

<b>S. No.</b>	<b>Year of Publication</b>	<b>Cost Plus Surcharge to be recovered</b>
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: \_\_\_\_\_

Course: \_\_\_\_\_

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.

- You are required to keep your room clean and tidy at all times. Warden will carry out periodic inspection of the rooms.
- Do not plaster your walls with posters or scribble anything on the walls of your room in the hostel. Penalty would be deducted from your 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 is 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 p.m. 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.
- 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 of any year to 31<sup>st</sup> March next year by 10.00 pm.

You have to obtain prior permission of the warden if you 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. You 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.
  - You 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.

**UNDERTAKING BY CANDIDATES ADMITTED TO VARIOUS PG DIPLOMA  
JOURNALISM PROGRAMMES**

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

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

seeking admission to \_\_\_\_\_ programme  
& branch at IIMC.....and admitted to the Institution, 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**

**Signature of the Applicant**

**Name:**

**Name:**

**Date:**

**Date:**

**Mobile No.:**

**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/Dhenkanal/Aizawl/Kottayam/Jammu/Amravati, 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 10 pm (October-March)/11 pm (April-September) to 6 am in the Institute hostel, 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.

24. I would follow guidelines for COVID19 Pandemic. In case, if I not followed guideline, I will be liable to strict disciplinary action against me and I am aware that I will be rusticated from hostel / institute.

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 fail 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,.....S/o/D/o.....**

**R/o .....**

**father/mother 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

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**