



Code of Conduct for IIMC Students

UNDERTAKING

Code of Conduct for IIMC Students

The Code of Conduct and disciplinary policies for students of the Indian Institute of Mass Communication have been formulated to provide a clear statement of the Institute's expectations from students in respect of academic matters and individual behaviour.

The Institute is committed to treating students, both academically and individually, in a fair and transparent manner. All students, in return, are expected to comply with the requirements set down in this Code of Conduct.

The student discipline system is designed for an educational system and does not function as a court of law. IIMC may initiate disciplinary proceedings against student(s) violating the Code of Conduct of the Institute outlined herein and the law of the country.

This Code of Conduct applies to all students of IIMC, New Delhi and its regional centres, in respect of all actions and activities relating to or impacting on the Institute or its students and employees.

Good Conduct Means:

1. Recognising the diversity of IIMC community and not discriminating against others on the basis of their age, ethnic origin, race, colour, caste, nationality, minority, culture, language, religious faith, sex, gender, ability or disability, mental health status, through verbal and physical abuse.
2. Acting responsibly, being honest, being considerate, respectful and courteous towards others in all academic and individual activities during the course. Behaving in a respectful manner towards others so that they do not feel that they are being harassed or bullied.
3. Abiding by the law of the land.

Institute's Expectations

All students should:

- Observe and maintain the highest academic, ethical, and professional standards of conduct.
- Obey all the rules and procedures of the Institute.
- Show respect to Institute's property and care for environment by proper use of buildings, spaces and facilities and disposing of litter responsibly.
- Ensure that they use Institute's resources in a lawful and ethical manner and for academic purpose only.
- Conduct themselves with dignity, accountability, cooperative attitude and honesty.
- Attend all of his/her classes regularly and read all official correspondence from the Institute including notices, circulars and emails.
- Act ethically and honestly in the preparation, conduct, submission and publication of academic work. Ensure that they don't use unfair means.

- Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of fellow students and employees.
- Refrain from consumption/possession of any form of controlled substance, narcotic, tobacco, alcohol and smoking in the campus.
- All students should adhere to the Hostel rules/instructions.

Use of Social Media

- As social media platforms are public forums which can be used for sharing knowledge, students of the Institute are encouraged to use social media tools. However, they shouldn't indulge in using social media for spreading hatred and posting inflammatory content which may disturb harmony and academic environment of the Institute.
- As any post even made in personal capacity on social media has risk to become public in view of the nature of social media, the students of the IIMC should be careful and maintain highest ethical standards and integrity in behaviour while posting any material on personal social media accounts.
- Posts shouldn't be defamatory, discriminatory, harassing, threatening and obscene in nature.
- No posts should be made on social media which violates the conduct rules and the law of the land.

Grounds for Disciplinary Proceedings

All students are responsible for conducting themselves in a manner that helps enhance the environment of learning, wherein the rights and dignity of each member of the campus is respected.

A student found responsible for the violation of any clause outlined in this section is subject to disciplinary actions.

Following are the grounds for initiation of Disciplinary Proceedings:

- Any violation of IIMC policies, rules or regulations.
- Conduct that disturbs the academic and official activities of the Institute.
- Damage, defacement/destruction, theft and unauthorised use of Institute's property.
- Consumption/possession/sale of any form of controlled substance, narcotic or drug dangerous or prohibited chemicals, any explosive device or material, tobacco, alcohol and smoking.
- Ragging in any form.
- Plagiarism in any form.
- Use of mobile phone which disturbs in the class room, library, computer and other labs.
- Disorderly conducts including, verbal abuses/physical abuses or inappropriate behaviour/activity.
- Discriminations against any member of IIMC community through biased/discriminatory or prejudicial behaviour related to person's race, colour, caste, language, nationality, gender, religion, disability, age or sexual orientation.

- Pursue or undertake any employment or fulltime parallel studies during the period of diploma.

Attendance

- Students who are short of attendance or regularly fail to participate in academic activities or habitually fail to meet assignment deadlines may be debarred from the classes/examination.

Disciplinary Procedure

The students are not allowed to obstruct or interfere with the normal activities of the Institute. Any breach of the Code of Conduct will be taken seriously and where necessary, dealt with the Disciplinary Procedure.

The disciplinary procedure includes the stages of disciplinary actions according to the seriousness of the violation. The procedure will be progressive in nature and can have a range of disciplinary actions like formal warnings (verbal/written) to suspension or expulsion.

Nature of Violation

Disciplinary proceedings could be conducted based on the nature of violation.

1. *Institute Level:* In case of issues pertaining to violation of rules and regulations of the Institute, the issues that can affect the IIMC community and issues which may have serious implications on the students at large, the Disciplinary Committee will investigate the allegations and recommend disciplinary actions.
2. *Academic Level:* The disciplinary issues related to general conduct of students in class rooms shall be dealt with by the respective Course Director. If the violations are of serious nature, Course Director or students may approach the Disciplinary Committee.
3. *Hostel Level:* If the disciplinary matters are minor in nature and restricted to hostel, Hostel Warden will deal with the matter and give appropriate punishment. Other matters, which have major implications at the institute level, will be referred to the Disciplinary Committee.
4. *Sexual Harassment Against Female Student:* IIMC believes in zero tolerance on issue of sexual harassment of women at workplace. There is an Internal Complaints Committee (ICC) that looks into the cases of sexual harassment against women working in IIMC including female students. Students are encouraged to go through carefully the provision of the law (Posted at IIMC website) to have an understanding of what comprises sexual harassment and the legal provisions against those found guilty of the act. For registration of a complaint, the concerned student is required to approach the Chairperson of the committee or any member of ICC personally at IIMC HQ Delhi or send a written complaint via confidential letter/ mail to the ICC Chairperson. Strict confidentiality as per the law is maintained in dealing with such cases. The names of the ICC members are notified on IIMC Website and on posters displayed at various vantage locations at IIMC Delhi and other campuses. ICC from time to time also organises workshops and lectures by eminent

persons to sensitise students on gender equity and the provision of the Act. The ICC is located at Delhi and looks after cases both from Delhi and all the regional campuses viz., Amaravati, Aizawl, Dhenkenal, Jammu and Kottayam.

Appeal Procedures

A student can appeal against any punishment imposed upon him/her to the Appellate Authority within two weeks time with appropriate justification of the appeal.

In case of IIMC, Director General, IIMC is the Appellate Authority.

I have read the aforementioned provisions of the Code of Conduct and agree to abide by them.