## **About Indian Institute of Mass Communication (IIMC)**



The Indian Institute of Mass Communication (IIMC) came into existence on 17 August 1965. The Institute was established with the basic objectives of teaching, training and undertaking research in the areas of mass communication. Its main campus is located in New Delhi. IIMC has Regional Campuses at Dhenkanal, Odisha (established 1993), Aizawl, Mizoram (2011), Amravati, Maharashtra (2011), Jammu, J&K (2012), Kottayam, Kerala (2012).

Besides being the training academy of the Indian Information Service, IIMC as of now, conducts a number of Post-graduate Diploma Courses in English Journalism, Hindi Journalism & Language Journalism, Radio & TV Journalism and Advertising & Public Relations, which enjoy high industry acceptance. It also runs a highly popular biannual Diploma in Development Journalism for mid-career journalists and media officials from across the developing world.

IIMC has been at the forefront of preparing trained communication professionals in the country. More than 8,000 students have obtained PG Diplomas of IIMC till date and a number of IIMC alumni have carved a niche for themselves in media and public communication sphere occupying leadership positions. IIMC has also trained over 1600 foreign nationals from 128 countries. More than 800 Indian Information Officers have undergone induction and in-service training at the Institute.

IIMC is Asia's first Institute to have a dedicated Communication Research Department conducting research, analysis and impact assessment studies for various Ministries & Government Departments. 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 to the people.

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 both *India Today* and *The Week-Hansa* annual ranking of educational institutions in 2018.

The Ministry of Human Resources Development on the recommendation of the University Grants Commission has granted the Letter of Intent to IIMC for becoming a Deemed to be University under De Novo category over the next three years.

## **Academic Courses 2019-20**

Following One Year PG Diploma courses are being offered at present.

No	Course name	Intake	Centres
1	PG Diploma in English Journalism	68	IIMC New Delhi
		68	IIMC Dhenkanal
		17	IIMC Aizawl
		17	IIMC Jammu
		17	IIMC Amravati
		17	IIMC Kottayam
2	PG Diploma in Hindi Journalism	68	IIMC New Delhi
3	PG Diploma in Radio & TV Journalism (Bilingual – English & Hindi)	51	IIMC New Delhi
4	PG Diploma in Advertising & PR Bilingual – English & Hindi)	77	IIMC New Delhi
5	PG Diploma in Urdu Journalism	17	IIMC New Delhi
6	PG Diploma in Odia Journalism	25	IIMC Dhenkanal
7	PG Diploma in Marathi Journalism	17	IIMC Amravati
8	PG Diploma in Malayalam Journalism	17	IIMC Kottayam

## 2.1 Post Graduate Diploma in English Journalism

## 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 in their respective languages. (Course objectives are same for all the Language Journalism courses)

### 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

## 2.1.1 Post Graduate Diploma in Hindi Journalism

### **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

## 2.1.2 Post Graduate Diploma in Malayalam Journalism

## Topics covered

- Communication: Concepts, Processes and Theories.
- History of Malayalam 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 a high literate state like Kerala.
- Media Management, Advertising & PR

## 2.1.3 Post Graduate Diploma in Marathi Journalism

## 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 & PR

## 2.1.4 Post Graduate Diploma in Odia Journalism

## 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
   Odisha and Eastern India.
- Media Management, Advertising & PR

## 2.2 Post Graduate Diploma in Radio & TV Journalism

### Course objectives:

The primary objective of this course is to develop high level of competence in creative communication through spoken words 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.
- History of journalism with special emphasis on Radio and TV journalism
- Radio and TV Journalism : Concepts and Processes.
- Radio News: Reporting, Editing and Bulletin Presentation and Production
- TV News: Reporting, Editing and Bulletin Presentation and Production
- Broadcast Media Management
- New Media and Web Journalism
- Media Management, Advertising & PR

## 2.3 Post Graduate Diploma in Advertising & PR

## Course objectives:

The primary objective of this course is to provide a deep understanding of principles and concepts of communication, marketing, advertising, public relations and corporate communication. The emphasis will on familiarizing students with 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

(All the courses at IIMC will be taught by the in house faculty of the Institute, supplemented by guest lectures by experts from the industry, specializing a respective fields.)

## 3.0 Joining a PG Diploma Course

Entrance to the PG Diploma Courses is through a National Level entrance test which will be held between 25 and 26 May 2019 across India.

Eligibility: Indian nationals possessing a Bachelor's Degree awarded by a recognized university are eligible to apply. Students who have appeared / are appearing for a degree examination are also eligible to apply. If selected, their admission will be subject to their producing at least a provisional certificate in original from their college / university latest by 31 August 2019.

**Date of birth:** General category candidates should be born on 1.8.1994 or later. For SC/ST/Physically Challenged candidates, the date of birth should be 1.8.1989 or later. For OBC category, date of birth should be 1.8.1991 or later.

**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 / NRIsponsored quota are not required to appear for the written examination. They can directly participate in the Group Discussion and appear for Interview by depositing an entry fee of US \$ 50

### **Selection process**

The selection of non-NRI quota candidates will be based on essential qualification, merit based on the Written test followed by Group Discussion and Interview.

The written test will be for 75 marks. Candidates will be judged on the following parameters.

- General Awareness, including understanding of the current trends in social-political dynamics, social-cultural history, legal and Constitutional provisions, Rights of Citizens, Developmental issues health, education, ecology and economy, Global developments and their impact on India.
- Aptitude and mental make up
- Language skills: written and oral
- Analytical and comprehension skills
- Ethics and values
- Social Consciousness
- Lateral thinking capabilities
- Creativity, Brand awareness and recall (for Advertising & PR)

#### How to apply for admission?

The candidates have to apply online at <a href="https://www.iimc.gov.in">www.iimc.gov.in</a> by filling up the correct application form and by paying the entrance examination fees through the payment gateway link provided on the site.

Candidates can apply for multiple courses.

They can submit one Application Form for either English Journalism or Hindi Journalism the written entrance examination and question paper will common for both the courses.

Similarly, the candidates can submit one Application Form for either Malayalam Journalism / Marathi Journalism / Odia Journalism / Urdu Journalism. The written entrance examination for above courses will conducted simultaneously.

Separate application forms should be filled up for Radio & TV Journalism and Advertising & Public Relations Courses.

Candidates should read all the instructions given in the application form carefully

# before filling up and submitting their forms. The last date for submitting applications online is 12 May 2019.

Candidates, whose applications have been successfully submitted will receive a Unique Registration Number (URN), which can be used for accessing and downloading their admit card. Course wise and centre wise roll number shall be allotted to each candidate, which should be quoted for all future admission related issues.

#### 3.3 Written Test Dates

25 May	9 a.m -11 a.m.	Malayalam Marathi Odia Urdu
26 May	9 a.m. – 11a.m.	English Hindi
	12 p.m – 2 p.m.	Radio & TV
	3 p.m – 5 p.m.	Advertising & PR

### 3.5 Fees for Entrance Examination

The fees for Entrance Examination is **Rs 1,500** for each course for General Category and Rs **1,000** for OBC / SC/ST/PH/EWS category.

#### 3.4 Centres for IIMC Written Test

Ahmedabad	Aizawl	Amravati
Aurangabad	Bengaluru	Bhopal
Chandigarh	Chennai	Dehradun
Delhi	Dhenkanal	Guwahati
Hyderabad	Jammu	Jaipur
Kolkata	Kottayam	Kozhikode
Lucknow	Patna	Pune
Raipur	Ranchi	Srinagar

## 3.5 Entrance Test Centres for Indian Language Journalism

Malayalam Journalism	Kottayam Kozhikode
Marathi Journalism	Amravati Aurangabad Pune
Odia Journalism	Dhenkanal
Urdu Journalism	Bhopal Delhi Hyderabad Jammu Lucknow Patna Srinagar

Although a preference for the examination centre is obtained from the candidate, the Institute reserves the right to allot any centre in the event of any exigency

### 3.5 Group Discussion and Interview

Candidates who appear in the written examination will be ranked course wise and category-wise on the basis of the marks obtained.

All the candidates declared successful in the written test will be called for Group Discussion and Interview in the last week of June or the first week of July 2019 at IIMC New Delhi at their own expense. Group Discussion and Interview for Malayalam, Marathi, Odia and Urdu will be held at IIMC Kottayam, IIMC Amravati, IIMC Dhenkanal and IIMC New Delhi respectively.

Group Discussion carries 10 marks and aims to assess candidate's ability to absorb and understand an issue, clarity of his / her own thoughts, views and opinions, besides judging his/her ability to communicate with people.

Interview carries 15 marks in which the candidate is encouraged to interact with a panel of experts drawn from the fields of academics or media industry. Candidates are encouraged to carry their portfolio of work, although this is not mandatory.

The number of candidates called for Group Discussion and Interview is usually 3 to 3.5 times the number of seats available, which underlines the rigorous preparation required for securing admission to IIMC.

#### 3.6 Selection and admission

A list of candidates to be provisionally admitted to each course and at each centre will be prepared on the basis of combined marks obtained in the Written Test, Group Discussion and Interview. Category wise merit list will be displayed on the IIMC Website <a href="www.iimc.gov.in">www.iimc.gov.in</a> around the second week of July 2019.

The allocation of the Centre (applicable to English Journalism) will be on the basis of Meritcum-Preference. Candidates are advised to rank all the centres (IIMC Regional Campuses) in the order of their preference. In the event of a candidate leaving the choice of centre blank, IIMC will allocate the centre to the candidate on the basis of an alphabetical roster.

Successful candidates are given 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 in the prescribed format by a revenue officer not less than a rank of a Tahsildar or a designated Magisterial Officer.

Depending upon the number of admissions secured, further rounds of results (2 or 3) would be announced. If any seats remain vacant in any of the centre(s) the same shall be offered to any of the interested candidates who have

qualified in the written examination as per category wise merit.

#### 3.3 Centre wise student intake

Delhi	English	68
	Hindi	68
	Radio & TV	51
	Advertising & PR	77
	Urdu	17
Dhenkanal	English	68
	Odia Journalism	25
Aizawl	English Journalism	17
Amravati	English Journalism	17
	Marathi Journalism	17
Jammu	English Journalism	17
Kottayam	English Journalism	17
	Malayalam Journalism	17
	Total	476

Reservation of seats will be as per Government of India orders for SC, ST, PH and EWS.

## **Course Fee and Payment Schedule**

## 4.1 Following is the course fee for PG Diploma Courses

Sem- I	Sem II
Payable	Payable in
in	Jan 2020
July 2019	(INR)

	(INR)	
English Journalism	52,000	43,500
Hindi Journalism	52,000	43,500
Radio & TV	88,500	80,000
Advertising & PR	70,000	61,500
Malayalam Journalism	32,000	23,500
Marathi Journalism	32,000	23,500
Odia Journalism	32,000	23,500
Urdu Journalism	32,000	23,500

The Semester 1 fee includes i) course fee, ii) contribution to Students' Welfare Fund (Rs 3,500) and iii) a refundable Library Deposit of Rs 5,000. The Students' Welfare fund is utilized for meeting miscellaneous expenditure, student welfare activities, services of wellness centre, providing scarf / uttariyam for Convocation etc.

The second instalment of tuition fees is to be paid by 15 January 2020. Late fee will be charged with respect to payment of the second instalment of fees @ Rs. 20 per day after 15 January 2020. The names of the defaulters will be struck off the rolls on 31 January 2020 for failing to remit the fee along with late fee. Readmission fee of Rs. 500 will be charged on readmission before 15th February 2020. The right of re-admission is reserved with the Institute. The paid-up instalment(s) of fees are not refunded if a student discontinues studies.

## 4.2 For students under NRI / NRI sponsored quota the prescribed fees are as under

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English Journalism	\$ 8,000	
Language Journalism	\$ 8,000	
Radio & TV	\$ 12,000	
Advertising & PR	\$ 12,000	

## 4.3 Bank details for remitting course fee

Name of	Indian Institute of Mass
Account Holder	Communication, New Delhi
Bank Name	Central Bank of India
Branch	IIMC, New Delhi-110067
Account No.	3586258939
IFSC Code	CBIN0283535

**4.4 Refund**: The fees would be refunded after a deduction of Rs. 1,000/- processing fee in the event of a candidate withdrawing before the commencement of the course.

## **Financial Assistance**

#### 5.1. Freeship

There is provision for financial support to needy students. Half/quarter freeship are available for each PG Diploma Course on merit-cum-means basis at Delhi and Regional Campuses. The Merit shall be determined on the basis of the first semester examination results and attendance.

For the purpose of applying for freeship, the Annual Household Income reflected in the application form should be supported by income certificate from requisite authorities.

## 5.2. Scholarships

The 'Rati Aggarwal Scholarship' will be awarded to a meritorious female student of the Hindi Journalism Course, based on her performance in the Entrance Exam.

The 'Star TV Scholarship' will be awarded to a meritorious student of Radio & TV Journalism, based on his / her performance in the Entrance Exam.

The 'Achin Ganguly Scholarship' 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.

The 'Jaswinder Singh Memorial Scholarship' will be awarded to two meritorious students, one each from Hindi Journalism and Radio & TV Journalism, based on their performance.

## **Academic Calendar**

Commencement of Semester I	Last week of July
Mid-semester break for Dhenkanal Campus	For Durga Puja festival 3 - 9 October 2019
Mid-semester break for New Delhi, Aizawl, Amravati, Jammu and Kottayam campuses	For Diwali festival 23 -30 October 2019
Semester I Exams	16 - 20 December 2019
Winter break	21 – 31 December 2019
Date of commencement of Semester II	1 January 2020
Semester II examinations	13 to 18 April 2020
Internship (for 4 weeks)	May 2020
Announcement of Results and Closing of the Academic Session.	Last week of May or 1st week of June, 2020

The dates of examination are only indicative and the actual dates will be communicated in due course of time.

## **Facilities on the campus**

### **6.1 IIMC Library**

IIMC Delhi has the largest specialized mass communication library in the country. It has a collection of over 40,000 titles of books and bound 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 three years from the completion of the course, the security deposit shall be forfeited.

## 6.2 IIMC 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. Who's who of the mass

communication industry and academia contribute to these journals.

IIMC also publishes books on mass communication in English and Hindi, apart from research compilations, edited volumes and newsletters.

#### 6.3 Printing Press

IIMC Delhi has a functional printing press with offset and screen printing facility.

### 6.4 Equipment and IT infrastructure

The Institute has adequate facilities for practical training in various branches of communication. It 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 Final Cut Pro 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 Equipments, 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 PageMaker, Quark

Express, Adobe Photoshop, Corel Draw, Macromedia Director, Cool Edit Pro, Newswrap, Adobe InDesign etc.

#### 6.5 Auditorium

IIMC 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.

The construction work of new modern campuses at Kottayam and Aizawl is complete and plans are afoot to shift to the new campuses during 2019-20.

### 6.6 Sports facilities

At IIMC Delhi facilities are available for playing Table Tennis, Badminton and Volleyball etc. At Dhenkanal Campus, badminton and Table Tennis facilities are made available.

## 6.7 Wellness Centre and Yoga

A Wellness Centre is functional at IIMC Delhi where general physicians visit from Monday to Saturday. Consultation is free for students. Services of Psychologist are also available once a week.

In order to promote general health and well being, training sessions on Yoga are regularly organized at the Institute.

#### 6.8 Bank and ATM

Central Bank of India has a branch on the campus. ATMs of State Bank of India, ICICI

Bank, Citibank etc are located within a radius of one km.

#### 6.9 Hostel Facilities

Limited hostel facility is available in Delhi (only for outstation girls). At Dhenkanal hostel facility is available for both boys and girls. At Amravati, Jammu and Kottayam, limited hostel facility is available. At Aizawl, hostel accommodation may be facilitated on request. In Delhi, the shall administration facilitate limited accommodation for outstation boys within/outside campus on request as per rules and availability.

## Life on the Campus.

**7.0** IIMC's flagship campus in Delhi and the Regional Campus at Dhenkanal 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 Centres as and when they move to their permanent campuses.

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.

### 7.1 Seminars and conferences

Seminars and Conferences on various themes and topical media issues are organised 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.

## 7.2 Media Mahakumbh

Every year, IIMC hosts the Media Mahakumbh, a student driven festival of games, plays, music, art and culture centred around the theme of mass communication.

Apart from Republic Day, 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).

## **IIMC Management & Faculty**

K Ganeshan, IIS	Director General Senior Officer of the Indian Information Service (1982 batch). Academic and
	administrative head of the Institution.
Manish Desai, IIS	Addl. Director General
	Senior Officer of the Indian Information Service (1990 batch). Head of
	Training and Administration
Gita Bamezai, Ph.D	Dean (Academics)
	Professor & Head of Department of Communication Research
Mukul Sharma, Ph.D	Professor & Head
	Department of Development Journalism
Mamta Varma, IIS	Course Director, IIS Department & Head of Short Courses
Angud Duadhan Dh D	Associate Professor.
Anand Pradhan, Ph.D	Feature Writing
Sunetra Narayan, Ph.D	Associate Professor & Head, National Media Faculty Development Centre &
	IIMC Publications Division
Shashwati Goswami.	Associate Professor
	Radio & TV Journalism
Anubhuti Yadav, Ph.D	Associate Professor and Course Director – Advertising & PR,
	Dean – Students' Welfare
Surbhi Dahiya, Ph.D	Associate Professor and Course Director – English Journalism
	Editor of IIMC Journal – Communicator
Rinku Pegu, Ph.D	Assistant Professor
	IIS Department

Mrinal Chatterjee, Ph.D	Professor and Regional Director
	IIMC Dhenkanal Campus

L Sailo Regional Director, IIMC Aizawl	
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Vijay Satokar	Regional Director, IIMC Amravati
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Manohar Khajuria	Regional Director, IIMC Jammu
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Anil Kumar S, Ph.D	Regional Director, IIMC Kottayam	
Rajith Chandran	Deputy Director, IIMC Kottayam	

## Placements / Internship

**8.0** 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.

ABP News	NDTV	Discovery
Network18	Zee Media	Sony
Red FM	Radio Mirchi	AIR News
PTI	IANS	Quint
TCS	Accenture	HCL
Times of India Group	HT / Hindustan	Business Standard
Outlook Money	Exchange4 Media	Cogencis News
Tata Steel	NTPC	IFFCO
Jindal Steel	Madison Advertising	Contract Advertising
Adfactors	Delhi Press	Publication Division

## Other Important information Conduct Rules and Guidelines

**Attendance**: A minimum of 75% attendance is necessary for a student to be eligible to sit in the examination for each semester. Students falling short of the required attendance will not be permitted to sit for the Semester Exams. Director General, if satisfied that the shortfall was due to reasons beyond the control of the student, may condone the shortfall to the extent of 5%.

**Qualifying marks**: To be eligible for the award of a diploma certificate, every student will have to appear in the first and second semester examinations and secure a minimum of 40% marks in each subject.

**Re-checking of exam papers :** No answer paper will be re-evaluated. However, a re-checking of totalling 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. 100 per paper.

**ID 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. The applicant is 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 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.

## **Contact Information**

Ms Vishnupriya Pandey, Students Relations Officer (9871182276)

Sh. Raghuvinder Kumar Chawla, Academic Coordinator (9818005590)

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	Aruna Asaf Ali Road,
	New Delhi 110067
	Tel : +91-11-26741073, 26741987
	Fax: +91-11-26742462
IIMC Dhenkanal	Indian Institute of Mass Communication
	P B No 21, Sanchar Marg,
	Dhenkanal, Odisha 759001
	Tel : +91-6762-226194, 226196
	Fax: +91-6762-226195
IIMCAizawl	Indian Institute of Mass Communication
	Mizoram University Campus,
	Tanhril, Aizawl, Mizoram 796004
	Tel : +91-389-2300871, 2322813
IIMC Amravati	Indian Institute of Mass Communication
	Dr. Shrikant Jichkar Memorial Centre
	Sant Gadge Baba Amravati University,
	Amravati, Maharashtra 444602
	Tel : +91-89-56462200
IIMC Jammu	Indian Institute of Mass Communication
	Vikas Bhawan, 3 <sup>rd</sup> Floor,
	Rail Head Complex, Jammu Tawi,
	Jammu 180012
	+91-191-2479523
IIMC Kottayam	Indian Institute of Mass Communication
	Ground Floor, Class Room Cluster
	Mahatma Gandhi University
	Priyadarshini Hill, Kottayamn, Keral 686560
	+91-481-2730161

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