

# **Indraprastha College for Women**

University of Delhi

## **For College Research Projects and Lab Usage**

The guidelines below are expected to be followed to ensure ethics and collegiality in academic pursuits and other activities.

### **PROJECTS/ ASSIGNMENTS**

1. The Intellectual Property Rights of the student projects/ assignments, developed under the supervision of the faculty, remain with the College and due acknowledgement is to be given to the College/ Department, wherever required.
2. Any participation of the same in festivals/ competitions/ seminars/ conferences is to be with prior permission from the College.
3. All members and the mentors/supervisors, of a group project are to be duly acknowledged on a separate page.

### **STUDIO/ MEDIA LAB**

1. Students should use the studio/ media lab only for academic learning and ensure its maintenance as a shared space.
2. The equipment is the property of the College and may be taken out of the studio/ class/ workshop, only under the guidance of a faculty member in charge, and with the permission of the Head of the Department.
3. Only students, faculty and staff of the College are permitted in the Computer Lab and visitors may be permitted with prior permission from the appropriate authorities.
4. Any damage caused to equipment/machinery/appliances will be recovered by the College from the concerned student or from the student collective.
5. Misuse / abuse of the College facilities, computers and other electronic equipment and services, including unauthorized entry, use, tampering, etc. of College property or facilities, classrooms, computers, networks, and other restricted facilities, will attract penalties.
6. Beverages and food are prohibited inside the studio/ media lab.

### **CLASSROOM/ WORKSHOPS**

1. Punctuality should be ensured to get maximum benefit from classes and workshop sessions.
2. The College considers as breach of ethics to either audio or video record lectures in class rooms, or actions of other students, faculty, or staff without prior permission of the concerned person/s.
3. Audio and video clippings of any activity on the campus released in the public domain/media requires prior permission and statement of purpose.

**S/d  
Principal**

**21 August 2019**