

IMEC/2026/01011/07

DISCIPLINE AND INTERNET USAGE POLICY

1. Purpose

This policy aims to maintain a safe, respectful, disciplined and academic environment at IMEC and ensure responsible use of the Institute's internet and digital facilities.

2. Discipline and Conduct

All students and staff shall:

Maintain respectful, professional and courteous behaviour.

Attend classes and Institute activities regularly and punctually.

Respect faculty, staff, fellow students, visitors and Institute property.

Maintain cleanliness and discipline on campus.

Carry and produce a valid Institute ID when required.

Follow instructions and rules issued by the Institute.

Ragging, bullying, harassment, violence, abusive behaviour, damage to property, cheating and other misconduct are strictly prohibited.

3. Internet Usage

Institute internet/Wi-Fi facilities are primarily provided for academic, research, training and official purposes.

Users shall:

Use the internet responsibly and lawfully.

Protect their passwords and account information.

Use educational and professional resources appropriately.

Avoid excessive use that affects network performance.

The following are prohibited:

- Hacking or unauthorized access to systems/accounts.
- Downloading or distributing unlawful, harmful or inappropriate material.
- Malware, phishing, fraud or other cyber-abuse.
- Copyright infringement.
- Unauthorized installation of software or alteration of network settings.
- Use of Institute resources for unlawful or un-authorized commercial activities.

4. Social Media

Students and staff must not misuse the IMEC name, logo, identity or confidential information on social media or represent personal views as official Institute statements without authorisation.

5. Monitoring and Reporting

The Institute may monitor network usage for security, maintenance and compliance, subject to applicable law. Any misuse, cybersecurity incident or serious disciplinary violation should be reported to the Institute administration.

6. Disciplinary Action

Violation of this policy may result in warning, counselling, restriction of internet access, recovery of damages, suspension or other disciplinary action, depending on the seriousness of the violation and applicable Institute rules.

All students and staff are expected to use Institute facilities responsibly and contribute to a safe, respectful and professional learning environment.

Approved By: Principal (Ms. Nameeta Moshal)

Date: 01/01/2026