

## **IILM University Policy on visiting cards**

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### Policy for Approval and Issuance of Visiting Cards

#### Purpose

This policy establishes guidelines for the approval and issuance of visiting cards to faculty and staff to ensure the integrity and professional representation of the university.

#### Scope

This policy applies to all faculty and staff affiliated with the university.

#### Policy Guidelines

##### Eligibility:

Visiting cards will be issued to permanent faculty and staff.

Visiting cards will not be permitted during the probation period

Visiting cards will not be issued for visiting faculty

##### Approval Process:

Requests for visiting cards must be submitted through the department head or supervisor.

There is an approved template for IILM's visiting cards, only that template will be used; no individual can change it without prior approval from management.

##### Issuance and Tracking:

Approved visiting cards will be issued after approval by the university's HR office.

Gurgaon: Mahima

Greater Noida: Nidhi

A record of all issued cards will be maintained for accountability.

##### Revocation:

The university reserves the right to revoke visiting cards in cases of misuse or termination of association.

##### Misuse Prevention:

Unauthorised use or duplication of visiting cards is strictly prohibited.

Any misuse will result in disciplinary action.