



Indus Medical College (IMC)

Staff ID Card Policy & Terms and Conditions

1. Purpose:

The Staff ID Card is an official identification document issued to all employees of the Indus Medical College (IMC). It serves as proof of employment and identity and grants access to IMC facilities, services, and official activities.

2. Eligibility & Issuance:

The Staff ID Card is an official identification document issued to all employees of the Indus Medical College (IMC) It serves as proof of employment and identity and grants access to IMC facilities, services, and official activities.

3. Mandatory Display:

All staff members must carry and present their valid ID Card whenever requested while on campus. Access to classrooms, laboratories, library, administrative offices, examination areas, and official IMC events may be denied without a valid ID Card.

4. Validity:

All staff members must carry and present their valid ID Card whenever requested while on campus. Access to classrooms, laboratories, library, administrative offices, examination areas, and official IMC events may be denied without a valid ID Card.

5. Loss or Damage:

In the event that a Staff ID Card is lost or damaged, the employee must immediately report it to the HR Department. A replacement card may be issued upon payment of the prescribed fee and submission of the required application.

6. Misuse:

In the event that a Staff ID Card is lost or damaged, the employee must immediately report it to the HR Department. A replacement card may be issued upon payment of the prescribed fee and submission of the required application.



7. Return of ID Card:

All employees are required to return their Staff ID Card to the Human Resources (HR) Department upon resignation, retirement, termination, or completion of contractual service. The Staff ID Card remains the property of IMC and must be surrendered as part of the employee clearance process. Final settlement, clearance, and issuance of relieving documents may be withheld until the Staff ID Card has been returned. Failure to return the ID Card or misuse after separation may result in legal or administrative action.

8. Amendments:

IMC reserves the right to amend, revise, or update this policy at any time without prior notice. Employees are responsible for complying with the latest version of the policy.

