
LIC Access Card – Application Form

Name of the applicant:

Email Address:

Mobile Number:

Address:

Affiliation:

Duration the LIC Access:

Nature of the Engagement:

Signature of the Applicant:

Date:

Passport Size Photo

Name of the Supervising/ Recommending :
IIMK Faculty Member:

Remarks by Supervising/ Recommending IIMK :
Faculty Member:

Signature of the Supervising/ Recommending
IIMK Faculty Member:

Date:

Remarks by Dean (Programmes/faculty):

Dean's Signature:

Date:

Office Use Only

To,

Finance & Accounts Dept.

Please collect Rs. 250 as the fee for issuing a new LIC Access Card.

Librarian
(Signature & Date) _____

Acknowledgement to LIC

An amount of Rs. 250 has been collected towards the issue of a new LIC Access Card from

Mr./Ms. _____.

Seal

Accounts

Access Card No.:

Issued On:

Valid till:

Authorized by:

Policy for Users Working Under IIMK Faculty Members

1. Eligibility

- Individuals engaged in research, consultancy, or project work under an IIMK faculty member may receive temporary access to Nalanda LIC facilities, subject to copyright provisions, e-resource policies, and approval.
- Applications must be forwarded to the Librarian by the supervising faculty member with Dean (Programmes/Academic) approval, clearly stating the duration and nature of the engagement.

2. Registration

- Eligible users will be registered as “Project/Research Associates (External)” or an equivalent category.
- Required documents: faculty recommendation letter, valid photo ID, one passport-size photograph, and proof of academic or corporate affiliation.

3. Access Privileges

- Registered users will receive an LIC access card for entry and exit of the Nalanda LIC
- Access is limited to Monday–Friday, 09:30 AM to 5:00 PM.
- Borrowing and e-resource access follow LIC policies and licensing terms.
- No remote access to e-resources is permitted.

4. Validity and Renewal

- The access card is valid only for the approved project duration.
- Renewal requires a fresh faculty recommendation and updated request form.

5. Responsibilities

- Users must follow all LIC and campus rules.
- Misuse may lead to immediate withdrawal of privileges.
- Access card fee: ₹250 (user-paid).
- Lost cards must be reported to library@iimk.ac.in; duplicates require a ₹250 receipt.
- Cards must be returned upon project completion or termination.

6. Disclaimer

- Access does not confer IIMK staff, student, or alumni status.
- Nalanda–LIC may revoke access at any time for policy violations.