



## **Guru Kashi University Talwandi Sabo**

### **CAMPUS RESTRICTED ENTRY & TRAFFIC REGULATION POLICY**

#### **Preamble**

The visitors and employees of the university need a safe movement in the campus. This policy shall ensure that traffic management and parking by vehicle users on campus are regulated in a safe and officially permitted manner for the benefit of the campus community and visitors.

#### **Instructions for Entry**

- The visitors have to identify themselves to the security guards on the Main Gate and must complete an online security check process. A person who refuses to identify himself shall be denied entry to the campus. Proper entry is must for all such visitors along with the host details.
- Entry of any pets/ animal shall not be permitted.
- For all purposes, visitors are allowed only during office hours that too only for a particular destination.
- Gate(s) shall remain closed between 10:00 p.m. to 06:00 a.m. However, under special circumstances, faculty, staff, students and their guests will be allowed to enter between 10:00 pm to 6:00 pm also upon establishing their identity at the Gate. In case of any suspicion or security issue, the host may submit clarification in person at the Gate(s).
- List of all the domestic help/workers of agencies or vendors/suppliers, engaged by the respective residents, to be provided to the University Estate Office. Security at the Gate may check their identity, if required.
- Contact numbers of all the owners of outsourced agencies shall be kept at the Main Gate of the university/security office.
- No salesman, hawker, media person, reporter, courier person shall be allowed to enter the campus without any reference.
- Newspaper vendors approved by the University shall be allowed only in specific periods as per instructions.

#### **Instructions for Traffic Regulation**

- Visitors' with four/two wheelers need to get entry in the online visitors' register at the main entry Gate. A vehicle token shall be issued to them, which they will have to return at the Gate during the exit.
- All motor rules which are enforced by the road transport authority shall be applicable inside the campus.

- Vehicle (two wheeler/ four wheeler) speed shall be limited to 10 km/hr inside the campus.
- The students and staff shall be encouraged to use bicycles/ university bus for commuting to and fro the campus to promote green initiatives of the university. Riding is allowed only on roads and parking is allowed only in designated places.
- The vehicles of the employees with a valid and appropriate sticker only shall be allowed which shall be issued to the concerned on mandatory basis. The Estate officer shall issue the stickers to the employee against a copy of the Registration Certificate of the Vehicle and maintain proper record.
- To control the number of visitors to the University, an online system shall be followed at the Gate.
- A system of issuing visitors' passes and Visitors' Sling Identity Cards shall be followed. The Security In-charge at the main gate shall issue the visitors' passes and Visitors' Sling Identity Cards to the visitors after recording the information as per following format:

1.	Name of Visitor
2.	Address
3.	Mobile Number
4.	e-mail
5.	Vehicle Registration Number
6.	To whom visiting at GKU
7.	Purpose of Visit
8.	Sling Visitors Identity Card No
9.	Time of Entry
10.	Time of leaving the University
11.	Signature of Visitor

- Places are designated for parking of the vehicles for employees, visitors, residents and students, which are to be strictly followed.
- There is prohibition of illegal and hazardous parking, Strict action shall be taken by the security against defaulters.

\* The prevailing system shall allow for the paid parking, if need be, as one of the steps for traffic management on campus rather than one for revenue generation. Whatever revenues are accrued from these initiatives shall be used to further improve traffic management facilities on campus.