

CENTRAL UNIVERSITY OF PUNJAB

Policy for Restricted Entry and Traffic Regulation

Preamble

The objective of the restricted entry and traffic regulation policy is to manage the traffic as efficiently and safely as possible within the university campus and providing guidelines to promote green initiatives of the university by encouraging the use of bicycle/university bus or car pool. The restricted entry guidelines aim to provide safety to the students and staff in the campus and to safeguard pedestrians too.

General Instructions for Restricted Entry

1. No outside person shall be allowed inside the campus without any bonafide reference for general visit on campus or for utilizing services like canteen etc.
2. Visitors may be allowed after confirmation from the host, if any. Proper entry is must for all such visitors along with the host details. Visitors need to sign in the register both during entry and exit.
3. Visitors shall be issued tokens for the vehicles at the entry gate and they shall have to return it at the time of exit.
4. For all purposes, visitors are allowed only during office hours that too only for particular destination.
5. Gate(s) will 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 10pm to 6pm 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).
6. List of all the domestic help/workers of agencies or vendors/suppliers, engaged by the respective residents, to be provided to the University office. Security at the gate may check their identity, if required.
7. Contact numbers of all the owners of outsourced agencies shall be kept at the Main Gate of the university/security office.
8. No salesman, hawker, media person, reporter, courier person shall be allowed to enter the campus without any reference.
9. Newspaper vendors approved by the University shall be allowed only in specific periods as per instructions.

General Instructions for Traffic regulation

1. Visitors' with cars/two wheelers need to enter in the visitors' register at the main entry gate. A vehicle token shall be issued to them, which shall have to return at the gate during the exit.

2. The vehicles of the employees with a valid and appropriate sticker only shall be allowed.
3. All motor rules which are enforced by the road transport authority shall be applicable inside the campus.
4. Vehicle speed shall be limited to 40km/hr inside the campus.
5. The students and staff shall be encouraged to use bicycles/ university bus for commuting to the campus to promote green initiatives of the university.

Guidelines for Traffic regulation

S. No.	Types of Access	System to be adopted
1.	All vehicles holding CUP Vehicle Sticker	Free access, the security staff may stop the vehicle for checking during entry/exit.
3.	Emergency Vehicles (Fire, Police, Ambulance)	Allowed, registration number & place of incident in the campus to be entered in the visitor register. The security staff will direct/escort the vehicle to the place of incident.
4.	School (Bus/Taxi)	Allowed with prior approval of the university administration, entry will be made in the Register on entry/exit with Registration Number and purpose.
5.	Service/facilities vehicles (postal, bank, milk van, LPG distributor, etc.)	Entry will be made in the Register during entry/exit with registration number.
6.	Visitors' vehicles (four wheeler/ two wheelers)	During entry after verification of the destination by the security staff, token will be issued. Token No., Registration number, visitor name, host name will be entered in the visitor register along with duration of stay in the campus. Out time will be mentioned while returning the token during exit from the campus.
7.	Commercial vehicles (taxi, cab, BPO vehicles) / Three wheelers (Auto-rickshaw)	During entry, after verification of the destination by the security staff, may be allowed by recording details in the Register of entry/exit, maintained at the main Gate.
8.	Other govt. vehicles, embassies vehicles	During entry, after verification of the destination by the security staff, may be allowed by recording details in the

		Register of entry/exit, maintained at the main Gate.
9.	Delegations for official meetings	To be escorted by security staff from the gate. Prior intimation to security is required.
10.	Pedestrian/Bicycle	Permitted only with university I-Card/entry pass. Outside visitors on foot/Bicycle riders will make entry in the entry register available with the guard.

Guidelines and Instructions For Issuing Vehicle Sticker

1. All the staff members and students using cars/two-wheelers to visit the university or those residing in the campus shall apply for stickers.
2. A photocopy of the (1) Certificate of Registration (RC), (2) Driving License (DL) and (3) University identity Card must be submitted with the application form while applying for a sticker.
3. An individual shall be allowed to request for sticker only for those vehicles, which are registered in the name of the employee or its declared family members. However, it may be noted that the privilege accruing from the use of sticker applies to only for those vehicles for which it has been issued. Access and parking privileges may be revoked any time for those who violate this policy.
4. The issue and return of the stickers shall be managed by the security section of the university. The user has to paste the sticker bearing vehicle number on the front windshield of the four-wheeler and/or on the front side of the two-wheeler.
5. Only those vehicles which have the sticker shall be allowed to be parked at the designated parking.
6. The initial cost of the sticker shall be Rs.100/- for four wheelers and Rs 50/- for two wheelers, Incase, it is lost, the reissue cost will be Rs. 200/- for four wheelers and Rs. 100/- for two wheelers.
7. The sticker is non-transferable. In case the sticker is lost or damaged, intimation shall be given to the concerned authority.
8. The car sticker must be returned to get no-dues certificate. However, in case of contractual employees reemployed after one-day break, the same sticker may be reissued without any cost.

CENTRAL UNIVERSITY OF PUNJAB

Performa for issue of Vehicle Sticker

1.	Name of the Applicant	
2.	Designation	
3.	Department/Branch	
4.	Date of retirement	
5.	Residential Address	
6.	Mobile Number	
7.	Office Telephone Number	
8.	Driving License No.	
9.	Vehicle Registration No.	
10.	Type of Vehicle (Car/Scooter/Motorcycle)	
11.	Please attach self-attested photocopies of following documents	1. Registration Certificate 2. Driving License 3. University Identity Card

I further state that the above vehicle is registered in my name/in the name of my family member_____ and I take full responsibility of above-mentioned vehicle in case of any untoward incident. Kindly issue me a sticker to enable the entry/exit through the gate of the university.

(a) I shall abide by the provisions of the vehicle restricted entry and traffic regulation policy of the university.

(b) Copies of the required documents of the vehicle are enclosed.

Date:

Signature of Applicant

For Office Use Only

A vehicle sticker bearing Serial Number is issued to the applicant. The Sticker issued dated:

Security Officer