

**INFORMATION BROCHURE**  
**ON**  
**LOVELY PROFESSIONAL UNIVERSITY**  
**ENTRY/EXIT & PARKINGS**

By  
**THE DIVISION OF SECURITY AND SAFETY**

**RECOMPILED IN 2021**

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## **Chapter – 1**

### **Main University Entry / Exit Gates**

1. **Introduction:** Main gates are a passage duly authorized by the competent authority to allow entry/exit of pedestrians, vehicles and material in the university campus. Entry/exit from such passages is regulated as per guidelines issued by the competent authority from time to time. Lovely Professional University has as many as Eighteen such gates. Their nomenclature are as follows :

#### **Main Entry /Exit Gates in daily use .**

- 1.1 Main Gate 1-A
- 1.2 Main Gate 1-B
- 1.3 Eastern Gate – 1
- 1.4 Eastern Gate ( smaller size ) – 2
- 1.5 Western Gate.
- 1.6 BH -4 Play Ground Gate ( Near 66 KV )

#### **Permanently Closed Main Gates**

- 1.7 Southern Gate
- 1.8 CTH Gate
- 1.9 BH 7 Back side Gate
- 1.10 BH 1 Hockey Ground Gate
- 1.11 BH 1 Football Ground Gate
- 1.12 GH 5 & 6 Playground rear side Gate
- 1.13 GH- 1 Playground rear side Gate
- 1.14 Western Gate under bridge Gate
- 1.15 Under Bridge Gate ( BH -4 Play ground )

#### **Gates provided for villagers land**

- 1.16 Near Skating Zone
- 1.18 Block 41D backside near Staff parking

**Location of Gates : Location of these gates has been shown on Maps at pages 189 to 192.**

## MAIN GATE 1- A

### ENTRY / EXIT PROCEDURE



- Location.** Main Gate 1-A is located on NH-1, while coming from Delhi/Ludhiana side, after crossing Chaheru railway bridge, this is the second Main Gate of the University on the left side of the road.
- This Gate is for 24 hrs entry / exit for Pedestrians and all type of Vehicles. This is an electronic automated gate for compilation of all types of all entries and exit data.
- Reception Center.** A state of the art, reception center has been provided for making manual passes for the entry of Visitors.



- Electronic Boom Barriers.** A total of 11 electronic Boom Barriers have been provided in

11 vehicle lanes for all University Staff / Faculty members, Students, Vendors & Contractors who have been issued with University RFID for their 02 / 04 wheeler vehicles entry / exit without seeking any permission. In addition to Boom Barriers, Two Turnstile Gates, Six Security offices with Staff, Computers, CCTV Cameras and IP Phones have been provided to auto compile data of all entries and exits.



## 5. Turnstile Gates :-

**5.1 First Turnstile Gate.** has been provided for Pedestrian near No 1 vehicles Lane for Pedestrian Staff / Faculty members, Students, Vendors and Visitors with UID Cards or Visitor passes .



**5.2 Second Turnstile Gate**, has been provided near Main Gate 1-A Parking for entry / exit of day scholar students with RFID and availing parking facility at Main Gate 1-A.



6. **Suppliers** :- A lot of dedicated Suppliers visit campus daily for various types of material supply within Campus . These suppliers are provided entry on priority through a special dedicated vehicle lane.

7. **Cycles** :- A no of Staff, Students and Vendors also use their cycles. Their entry / exit is provided with their UID Cards.

8. **Govt Vehicles** :- All Govt, Defense and Paramilitary Vehicles are provided entry / exit without pass and friskings.

9. **Bio-metric Machine** :- One bio-metric has been specially provided for University Staff and Faculty members going out of campus or returning back into campus, from leave / duty leave, during university working hours, to mark their attendance.



## MAIN GATE 1-A OPEN AND CLOSE TIMINGS



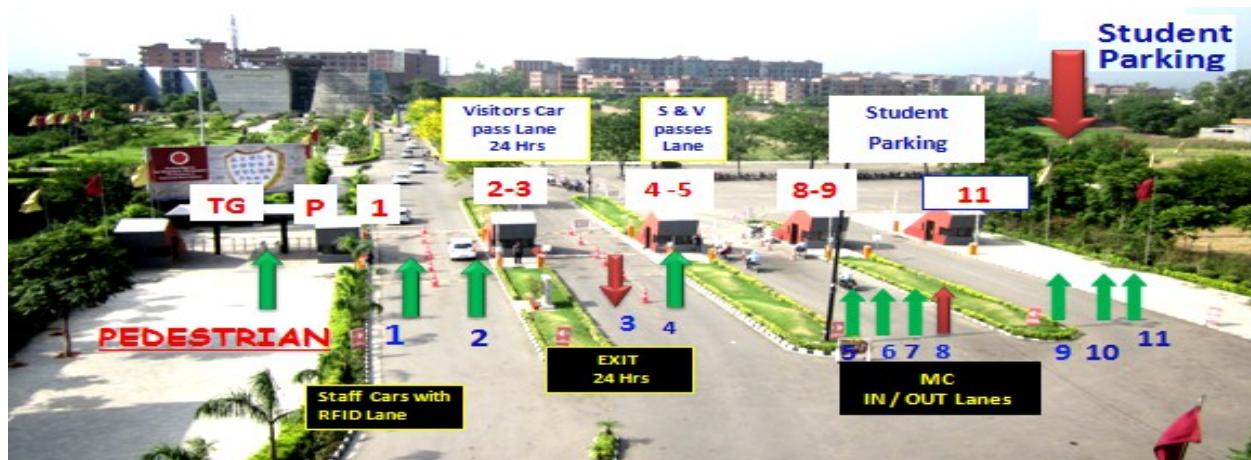
### **Summer Timings ( 01<sup>st</sup> Mar to 31<sup>st</sup> Oct )**

Gate Status	IN GATE		Gate Status	OUT GATE	
	From	To		From	To
Fully Open	06:00:00 AM	10:00:00 PM	Fully Open	06:00:00 AM	10:00:00 PM
Fully Closed	10:00:00 PM	06:00:00 AM	Half Closed	10:00:00 PM	12:00:00 AM
			Fully Closed	12:00:00 AM	06:00:00 AM

### **Winter Timings ( 01<sup>st</sup> Nov to 28<sup>th</sup> Feb )**

Gate Status	IN GATE		Gate Status	OUT GATE	
	From	To		From	To
Fully Open	07:00:00 AM	09:00:00 PM	Fully Open	07:00:00 AM	09:00:00 PM
Fully Closed	09:00:00 PM	07:00:00 AM	Half Closed	09:00:00 PM	11:00:00 AM
			Fully Closed	11:00:00 AM	07:00:00 AM

## BOOM BARRIER LANE TIMINGS



Lane No	Type of Vehicle	Status	Open / Closed Timings	For Vehicles of
1	4 Wheelers	IN	Open 24 Hrs	VIP's, Staff , Students and Visitors
2	4 Wheelers	IN	Open 24 Hrs	Vendors , Suppliers , Autos and Truck / Buses
3	4 Wheelers	OUT	Open 24 Hrs	For all outgoing 04 wheelers
4	4 Wheelers	OUT	Open 05 PM to 06 PM Closed 06 PM to 05 PM ( Next Day )	Exit will remain closed ,until any additional Exit requirement comes up.
5	2 Wheelers	IN & OUT	Open 24 Hrs	Staff , Students , Vendors and Visitors
6	2 Wheelers	IN	Open 08 AM to 09 AM Closed 09 AM to 05 PM	For Entry during morning rush hours.
		OUT	Open 05 PM to 06 PM Closed 06 PM to 08 AM ( Next Day )	For Exit only during evening rush hours.
7	2 Wheelers	IN	Open 08 AM to 06 AM Closed 09 AM to 05 PM	For Entry during morning rush hours.
		OUT	Open 05 PM to 06 PM Closed 06 PM to 08 AM	For Exit during evening rush hours.
8	2 Wheelers	IN & OUT	Open 05 AM to 08 PM Closed 08 PM to 05 AM ( Next Day )	For all outgoing 02 wheelers
9	2 Wheelers	IN & OUT	07 AM to 07 PM	For Entry, at P1 Parking.
10	4 Wheelers	IN & OUT	07 AM to 07 PM	For Exit, from P1 Parking.

## **MAIN GATE 1- B**

### **PROCEDURE : PEDESTRIAN ENTRY / EXIT THROUGH TURNSTILE GATES**



1. **Location** This gate is located on NH-1. While coming from Delhi/Ludhiana side and after crossing Cheheru Railway Bridge, this is the first Main Gate of the University.
2. This Main Gate is meant to be used by all Pedestrian Faculty / Staff members, Students, Vendors & Contractors who have been issued with University UID Cards, for their entry / exit into campus.
3. In addition to Security office, a Frisking Room, Computers, CCTV Cameras, PA System and IP Phones have been provided to auto compile data of all pedestrian daily entries and exits. It also has a Security Store room, a water drinking cooler and two wash rooms for all concerned.
4. Within this Gate an alternate emergency vehicle Gate has also been provided to be used in emergency for vehicles entry / exit.
5. **Timings** This Gate will remain open daily for 13 hrs ( from 07 am to 08 pm ).

## **6. MAIN GATE TIMINGS**

Sr.No	Type	From	To
1	Both Main Gates to be fully opened	07:00:00 AM	10:00:00 AM
2	Both Main Gates to be Half Opened	10:00:00 AM	04:00:00 PM
3	Both Main Gates to be fully opened	04:00:00 PM	06:00:00 PM
4	Both Main Gates to be Half Opened	06:00:00 PM	08:00:00 PM
5	Both Main Gates to be fully Closed and Covered	08:00:00 PM	07:00:00 AM
6	Two Small Side Gates	To remain Closed opened when required	

7. **Turnstile Gates** :- A total of 24 electronic Turnstile Gates have been provided for easy entry and exit.

**OUTSIDE**

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**INSIDE**



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## **8. Turnstile Gate Timings**

<b>Sr.No</b>	<b>Location</b>	<b>No of to be Used Turnstile Gates</b>	<b>Working Timings</b>	
			<b>From</b>	<b>To</b>
1	Inside and Outside	All 24	07:00:00 AM	10:00:00 AM
2	Outside	Only 06	10:00:00 AM	04:00:00 PM
3	Inside and Outside	All 24	04:00:00 PM	06:00:00 PM
4	Outside	Only 06	06:00:00 PM	08:00:00 PM

5. All day scholar girl students, can exit through this gate after 10 am only.
6. **Key Policy** :- After 08 pm, all Main Gates to be closed and the keys deposited at Main Gate 1-A and to be re issued next day at 07 am.
6. **Girl Hostel Leave Entry / Exit Procedure**
- 6.1 All Hostel Girl Students UID Cards are permanently deactivated at Main Gate 1-B, Turnstile Gate.
- 6.2 All pedestrian hostel Girl Students, proceeding on leave or on a day out leave on Sundays and University Holidays, will enter / exit through this gate.
- 6.3 So that they cannot leave campus without due authority of Hostel Warden and Security Staff. For them to go on leave / day out leave, they will be required to show their leave certificate in print or on their mobiles to the Security staff at the Main Gate, the staff will then scan the barcode of mobile / leave print cross check details on computer and their provide them entry / exit from their own UID Cards.
7. **Bio-metric Machine** One bio-metric has been specially provided for University Staff and Faculty members going out of campus or returning back into campus, from leave / duty leave, during university working hours, to mark their attendance.
8. Routine random checking and frisking of all in and out going Faculty, Staff , Students, Vendors and any etc, will be undertaken by the Security Staff at this Main Gate of the University.

## **NEW GIRLS HOSTEL LEAVE PROCEDURE**



**Biometric Machine With Printer**



10. A new procedure at Main Gate 1- B is being provided, by installing two Biometric Machines to maintain all Girls Hostel students record of entry / exit in an electronic manner and eliminate existing requirement of manual staff and Computer.

- 10.1 Student to apply ONLINE Leave to their Hostel warden .
- 10.2 Warden to approve / not approve ONLINE Leave, and the student gets conformation of its approval / not approval.
- 10.3 Girl student arrives at Main Gate 1-B, before leaving Campus.
- 10.4 Student to mark her finger print on the Biomaritic Machine.

10.5 A slip, as follows is generated

23 <sup>rd</sup> April 21	
-----	
Leave ID :- 761584,	Regn No 11902740
Hostel : GH- 2 A,	Time : 13:19 PM

10.6  Shows Leave approved

10.7 Those students whose leave is not approved, that student's Biometric slip will be generated with a cross 

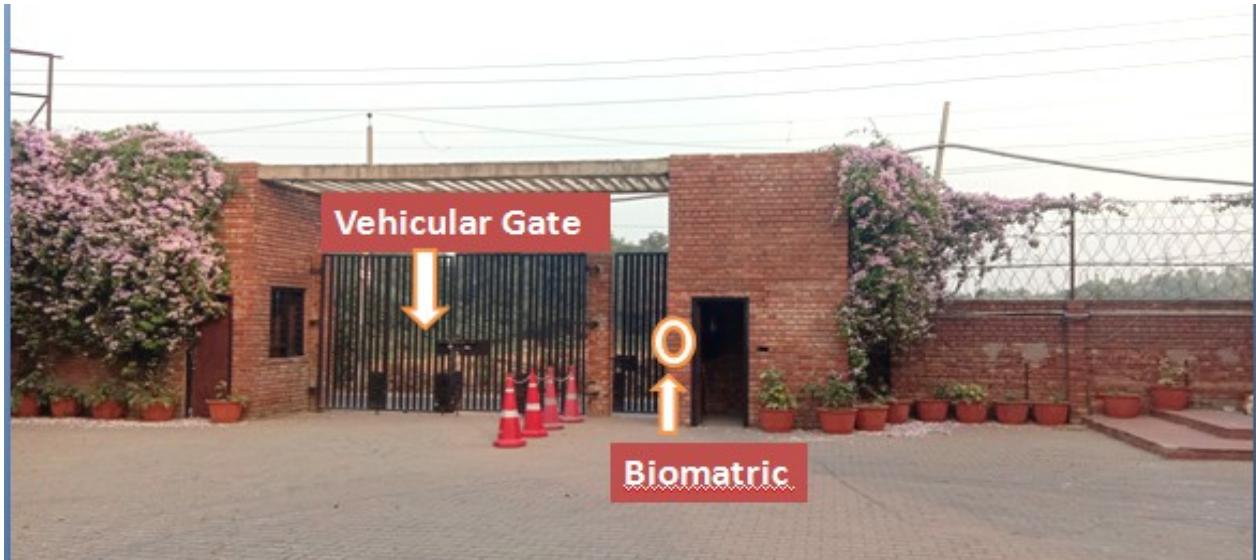
23 <sup>rd</sup> April 21	
-----	
Leave ID :- 761584,	Regn No 11902740
Hostel : GH- 2 A,	Time : 13:19 PM

10.8 **First SMS** As soon as the student receives slip an auto SMS is sent to the parents of the student. Intimating that their ward has left the campus Main Gate on this date at this time.

10.9 Exit is then provided by the Security Staff on duty at the designated Turnstile Gate by his UID Card .

10.10 Same procedure is to be followed by the girl hostel student on return from leave .

## EASTERN GATE - 1 ENTRY / EXIT PROCEDURE



1. **Location** This is the first Main Gate of the University when the University was established. This Main Gate is located near Building No 1, on a link road from NH- 1 to Village Hardaspur. This Gate faces Eastern side of the Campus.

2. As University Hardaspur Stadium and Play Grounds are located out of Campus, nearby to this Main Gate, therefore, mostly this Gate is being used by the pedestrians Faculty and Students of Department of Physical Education and Sports.

### **3. Entry / Exit Category**

3.1 This Main Gate is presently used for entry / exit for going to Stadium and Play grounds by the students and faculty members of Physical Education.

3.2 In emergency, this Main Gate will be used for entry / exit of vehicles.

3.3 In some exceptional circumstances, it will also be used for VIP Vehicles movements.

3.4 No other category of personal are permitted entry / exit through this gate.

4. **Biomatric** A biometric machine has been installed at the gate for Faculty and Students who have been provided special access for entry / exit now this gate. These students will mark their daily attendance for entry / exit going to Stadium and back



##### **5. Time of Closing & Opening of the Gate**

Sr.no	Season	Duration	From	To
1	Summer	Morning	05:45:00 AM	08:15:00 AM
2		Evening	04:45:00 PM	07:15:00 PM
3	Winter	Morning	06:45:00 AM	09:15:00 AM
4		Evening	03:45:00 PM	06:15:00 PM

**6. Key Policy :-** After 07 pm, all Gates to be closed and the keys deposited at Main Gate 1-A and to be re issued next day at 5: 30 am.

**EASTERN GATE – 2**  
**ROCKSPORT ADVENTURE CAMP**



1. **Location.** This gate is located behind Project Studio, on the outer boundary fencing, for outside school students to avail Rocksport Adventure Camp facility.
2. **Rocksport Adventure Camp.** This camp is under DSA. They will inform to Security office to allow external school students for entry to the camp. Manual record of their entry / exit will be maintained in the register at the Gate by Sector- 2.
3. **Time of Closing & Opening.** Entry/Exit through this Gate for Students will be allowed between 9:00 am to 05:00 pm, as per intimation received from DSA.

## **Rocksport Adventure Camp**

### **Inside View**



## WESTERN GATE

### OUTSIDE VIEW



### INSIDE VIEW



1. **Location.** This gate is located on the Western side of the Campus, near Building no 20, on a link road from NH – 1 to Village Maheru.
2. This is 04 Wheeler and above vehicles Entry / Exit Gate . No two wheeler vehicles are permitted through this Gate.
3. **Timings of Opening & Closing.** This gate will be opened daily from 05 am to 10 pm. In specific, this vehicle Gate will be used by the vehicles from 08 am to 09 am and thereafter from

05 pm to 06 pm for Faculty / Staff members, LPU and School Children Buses . In between, any other approved type of vehicle entry / exit will be permitted.

4. **Alternate Route.** In case Main Gate 1-A, road is blocked with traffic, then, if need be, Western Gate and/or Eastern Gates can be opened for the smooth incoming and outgoing traffic from the campus as an alternate routes.

5. **Outside Western Gate Parking.** This parking will be opened from 07 am and closed at 06 pm daily.

6. **Empty Autos.** As a policy, all auto's with passengers, will enter from Main Gate 1-A with passes at all times. Auto's having dropped their passengers inside campus, as empty Autos, they will take exit with same ONLINE Pass through Western Gate. This is to ease traffic congestion at Main Gate 1-A. However, if certain Auto's on return from Campus have passengers in them, then, they will take exit from Main Gate 1-A only.

7. Routine random checking and frisking of all in and out going Faculty, Staff , Students, Vendors and any other categories etc, will be undertaken by the Security Staff at this Main Gate.

8. **Key Policy.** After 07 pm, all Main Gates to be closed and the keys deposited at the Gate itself for Turnstile Gate, which will be kept opened / closed as per requirement.

9. A total of only **02** electronic Boom Barriers have been provided in 02 vehicle lanes.

10. Two Security offices with Staff, Computers, CCTV Cameras, PA System and IP Phone has been provided to auto compile data, of all entries and exits. Has a water drinking cooler and wash room.

11. **Turnstile Gate.** It has Two Turnstile gates for Pedestrians, which will be used mainly by Staff and Students availing RFID facility, who park their vehicles in the Outside Western Gate Parking. In addition, Mess contractor's and other contractor's Labour will also be provided entry / exit from these gates from 05 am to 10: 30 pm.

### **Turnstile Gates**



## **FULL INSIDE VIEW OF WESTERN GATE**

12. In addition a Vehicular Under Bridge has been constructed, which connects the Campus to the Outside Western Gate parking, under the outside link road.



### **TYPE OF ENTRY / EXIT WITH TIMINGS**

Sr. No	Category	Type	Time		Remarks
			From	To	
1	Management & VVIP Vehicles Higher authorities.	Entry / Exit	Any Time		With / Without Record
2	University buses with staff members	Entry	08:00:00 AM	09:30:00 AM	With RFID
		Exit	04:45:00 PM	05:30:00 PM	
3	Faculty and Staff members four wheeler vehicles	Entry	08:00:00 AM	09:00:00 AM	With RFID
		Exit	05:00:00 PM	05:45:00 PM	
4	Day Scholar Students 04 Wheeler vehicles with RFID for Southern Gate Parking	Entry/ Exit	08:00:00 AM	06:00:00 PM	With RFID ( Only one entry / exit permitted per day )
5	Pedestrian Mess Workers	Entry/ Exit	04:00:00 AM	10:30:00 PM	With UID Cards
6	Empty Autos	Exit	07:00:00 AM	19:00:00 PM	With Manual Scanning
7		Entry	08:00:00 AM	09:30:00 AM	

	University buses with staff members	Exit	04:45:00 PM	05:30:00 PM	With RFID
8	School buses for Residential staff members children	Entry	06:00:00 AM	07:30:00 AM	With RFID
		Exit	02:00:00 PM	04:00:00 PM	
9	Contractor's Heavy vehicles	Entry/ Exit	08:00:00 AM	06:00:00 PM	With Manual RFID
10	Central Store Heavy Vehicles	Entry/ Exit	09:00:00 AM	17:00:00 PM	With Manual RFID
11	Vendors of Sectors – 2 , 3 & 4	Entry/ Exit	07:00:00 AM	07:00:00 PM	With RFID
12	Ice Cream Carts	Entry/ Exit	08:00:00 AM	07:00:00 PM	With RFID
13	Horticulture ( for disposing waste materials on Tri cycle trolleys )	Entry/ Exit	09:00:00 AM	17:00:00 PM	With Record

## **Chapter – 2**

### **VISITOR PASS MANAGEMENT**

1. **Visitors** : Lovely Professional University is the leading universities of India. Enormous number of students, staff, faculty, vendors and other allied category of personal visit the campus on day to day basis, keeping in view the security concerns of the university, the visits of outsiders need to be regulated for the Safety and Security of the Campus.

2. **Classification of Visitors** : Following types of visitors visit the university :

- 2.1 VVIP Visitors & VIP Visitors
- 2.2 Visitors from Central Govt / State Govt / Defense Forces / Police and Paramilitary officials .
- 2.3 Visitors with scheduled/unscheduled visits
- 2.4 Parents/Guardians of Students.
- 2.4 Admission Seekers(prospective students, their parents, guardians, friends etc ).
- 2.5 Contractors/Vendors & their workers and domestic helpers
- 2.6 Material Suppliers to Contractors & Vendors
- 2.7 Persons visiting the University during Special Events, School Students coming for Counseling Sessions, ODL Study Center Meetings, Exhibitions, DSA Promotional Programs, Film Shootings etc.

3. **Types of Visits** : There can be two types of visits :-

**3.1 Scheduled Visit** : Where date and approximate time of such a visit is known in advance. Even the purpose of such a visit is per-planned.

**3.2 Unscheduled Visit** : Where date and time of such visit is not known in advance. Such Visitors can arrive at any time.

4. **Types of Entry Passes** : To regulate entry / exit of various Visitors and to keep a proper

record of their entry / exit of various types of passes are issued:-

S. No	Type of Pass	Made At	Duration	Type of Pass
1	Visitor Pass	Reception Center	One Day	Paper Pass
2	Supplier Pass	Lane No 2 Security office of Main Gate 1-A	One Day	Paper Pass
3	ONLINE Sponsored Visitor Pass	To be generated by University Staff itself ONLINE through UMS	One Day	Received on Mobile as a Visitor pass SMS or Email
4	ONLINE Sponsored Parent Pass	To be generated by University Student itself ONLINE through UMS	One Day	Received on Mobile as a Parents SMS or Email
5	Group ID Pass	To be generated by authorized staff members of the concerned Division for organizing group events.	Upto One Week	Received on the event coordinator Mobile as SMS or Email

**5. Visitor Pass** : Manual Visitor Paper Pass will be issued to all unscheduled Visitors (Pedestrians or with vehicles) to enable their entry in the University after confirming their purpose of visit and person to visit. Visitor Pass will be issued for one day of visit only.

**5.1 Process to issue Visitor Pass:** Following is the process to issue Visitor Pass:

- 5.1 As the visitor reaches Main Gate A-1, they will be directed to the Reception Center.
- 5.2 The receptionist before issuing Pass, will seek the consent of the referred University official to whom the visitor wants to meet.
- 5.3 If the Visitor is not in a position to tell the name of any official for reference the , receptionist will ask him to tell the purpose of the visit, so that he can endorse the concerned Building Number in place of referred university official.
- 5.4 After getting the consent, the receptionist will enter the particulars of the visitor online and hand over the print out of the Visitor Pass to the visitor.
- 5.5 As one's turn comes up, Visitor will furnish his personal details (Name, Address, Phone No, No. of persons accompanying him, name of the University official to whom he/she wants to meet , etc) these details would be filled in Visitor pass on computer . An identity proof will be taken then scanned. (Identity Card issued by some competent authority, Driving License, Pan card, Aadhar card, etc ).

**6. Entry with Visitor Pass** : All visitors (pedestrians or with vehicles) having manual Visitor entry Pass will enter through Main Gate 1-A only.

**7. Pedestrian Visitor** :- Visitor will move along left side of Main Gate 1-A on pavers and

reach Turnstile gate a handed over visitor pass. Which will be scanned by Security Staff through their UID card will provide entry / exit from Turnstile Gate.

**8. Visitor in Vehicles :-** They will enter Lane No 2 and hand over their visitor pass. Security staff will scan the bar code of the pass and through his UID card will open Boom Barrier for entry of the vehicles.

**9. Pedestrian Visitor Exit Procedure :-**

- 9.1 The visitors after the visit will get the signatures of the person whom he had come to meet on the visitor pass during their visit in the university.
- 9.2 On return at Main Gate 1-A, Turnstile Gate, Visitor will hand over their pass to the Security Staff at Turnstile Gate.
- 9.3 The Security staff will scan the barcode and obtain exit details and then provide exit to the visitor from his UID Card.

**10. Vehicle Visitor Exit Procedure :-**

- 10.1 The visitors after the visit will get the signatures of the person whom he had come to meet on the visitor pass during their visit in the university.
- 10.2 On return at Lane no 3 Boom Barrier , Visitor will hand over their pass to the Security Staff at Boom Barrier
- 10.3 The Security staff will scan the barcode and obtain exit details and then provide exit to the visitor and open the Boom Barrier.

**11. Supplier Pass :-**

- 11.1 All suppliers of the material to the University will be accorded priority for entry into the campus for speedy delivery of material and exit.
- 11.2 As soon as supplier vehicle with material arrives in campus, they will be directed to vehicle Lane No 2, Boom Barrier Security Office.
- 11.3 The Supplier provides their personal details and whom the material is required to be supplied. These details are then entered in the computer. A manual pass is then generated and then the entry to the supplier is provided by opening the boom barrier through the Security Staff UID Card .

**12. Online Sponsored Visitor / Parents pass made by Faculty / Staff members and Students,** To make such passes follow the link :- UMS Navigation >> Division of Security & Safety >> Visitor Gate Pass >>> ONLINE Gate Pass Request

- 12.1 This Electronic pass can be generated by all Campus faculty / staff 4 members and students from their UMS, for their intended visitors and parents ( so that these visitors and parents do not have to go to Reception Center to make their manual pass).
- 12.2 This pass can be generated in advance so that, their visitors and parents appreciate, that they are being accorded priority by the Campus for entry and they will be expected in campus on a particular date & time.
- 12.3 This pass is then forwarded on to visitor and Parents Mob in the form of SMS in a non smart phone and as Email in a smart phone with barcode.
- 12.4 As soon as such visitor / parent enters campus through Main Gate 1-A, they should show their electronic pass, accordingly, they will be immediately directed to security office in vehicle Lane No 2 where again they will show their pass on mobile, the same is then scanned by security staff and then they are provided entry without any delay.

**13 . The Standard operating Procedure to sponsor a visitor / parent is as follows**

- 13.1 Open the link as per above pathway .
- 13.2 Enter details of the visitor to be sponsored and save the form.
- 13.3 The concerned Faculty or Staff member or the Student who has sponsored the pass will receive an SMS about the confirmation of the pass and its Pass Number.
- 13.4 The visitor will receive the pass on his mobile.
- 13.5 The sponsored visitor / parent on reaching University Main Gate are required to show such pass on their Mob to the security staff on duty for taking entry into Campus.

**14. On Conclusion of the Visitor's Visit.**

**14.1 On Vehicle** The visitor / parent, on reaching vehicle lanes no 3 or 4 or 8 should again produce their Mob with visitor pass, so that the security staff on duty can close their visitor entry by again barcoding and then provide exit from campus.

**14.2 As Pedestrian** The Pedestrian visitor / parent, on reaching Turnstile Gate, should again produce their Mob with visitor pass, so that the security staff on duty can close their visit by again barcoding and then provide exit from campus.

14.3 **Proper use of Online Sponsored Pass** The pass when generated by any Hostel student is also visible to his concerned Hostel Warden as 'My Message' on UMS, so that, he/she can have a check, whether this facility is not being misused by hostel student. Strict disciplinary action will be taken against the student found misusing this facility.

14.4 **Time for ONLINE Sponsoring Visitors** : Visitors can be sponsored ONLINE only for One day pass between 7 AM to 7 PM.

**15. Group Event Pass :-** This pass has been specially designed to cater for ,when outside visit campus large a group of people from one or more than one day.

15.1 **To make such passes, follow the below mentioned link :-**

UMS Navigation --- Division of Security & Safety ---Group Event Pass

15.2 Group event Pass access has been provide to only all HOS, HD , HOD and AO's of the campus.

## **Chapter -3**

### **Turnstile Gates**

1. Turnstile Gates are electronically operated Entry / exit Gates to regulate entry/exit of University members being in all Hostels and at some other places, these gates have been installed as follows:

S.No.	Location	Quantity
1	Main Gate 1-A	1
2	Main Gate 1-A Parking	1
3	Main Gate 1-B	24
4	Girls Hostel – 1 & 2	4
5	Girls Hostel – 3	3
6	Girls Hostel – 4	3
7	Girls Hostel – 5 & 6	4
8	Boys Hostel - 1	6
9	Boys Hostel - 2	5
10	Boys Hostel - 3	6
11	Boys Hostel - 4	5
12	Boys Hostel - 5	8
13	BH-6	8
14	BH-7	1
15	BH-8	2
16	Block 41 C	2
17	Block 41 A ,B	2
18	Block 41 C, D	2
19	Block 13	1
20	Central Library	3
21	Shanti Devi Mittal Auditorium	6
22	Law Gate	2
	<b>Total</b>	<b>99</b>

**2. 2. Turnstile gates :-** These gates are provided at following locations within campus.

- 2.1 At Main Gate 1-A, 1-B and Western Gate to provide Day Scholar Students entry / exit
- 2.2 In all Girls & Boys hostels and at Staff Residence Buildings to provide controlled entry / exit of students and staff staying within campus. No one can enter any other hostel or Residential Buildings, other than their own allotted Hostel / Residential Buildings.
- 2.3 At Central library, DSA Block, Auditoriums to provide controlled entry / exit of students.
- 2.4 In addition, certain campus staff members of Departments of Maintenance, Info tech , IT Infrastructure and Security & Fire staff etc who are required to provide on & off maintenance and repair of hostels and their equipments will also be provided access through these Turnstile gates so that timely actions can be undertaken.
- 2.5 Mess staff and canteen staff are also provide access to their respective work places in the hostels & residential Buildings through these turnstile gates.
- 2.6 A Computer, Printer, Barcode scanner and an IP Phone is also provided in eachHostel/ Residential Building to facilitate maintaining record of entry /exit through Turnstile Gates.
- 2.7 In case any hostel student has lost his UID Card after university hours and he / she wants entry / exit from his hostel, then he / she will have to meet security staff on duty posted at hostel Turnstile gates to make a special temporary pass for one day.
- 2.8 Next day he / she should visit campus in Block 30 room no 108 and have his new UID card made

**3. Turnstile Gate Management :** Turnstile Gates will be managed as follows :

- 3.1 The Turnstile Gate will be manned 24 hrs by a set of male security Guard in Boy's Hostel and lady Security Guards in Girl's hostel to ensure that only authorized entry/exit in hostels is provided
- 3.2 All turnstile gates will be under CCTV Camera surveillance to monitor all types of entry/exit activities in the hostel. Recording of CCTV Camera will be available with Department of IT Infrastructure. HD of Division of Residential Services and security will have the right of Live view of entry/exit through Turnstile Gates installed in Hostels.
- 3.3 A small steel gate will be provided adjoining Turnstile Gate. This gate will remain permanently closed. This gate can be opened by the security staff to facilitate entry of heavy baggage of students and staff as per need on the directions of concerned security supervisor.
- 3.4 A big entrance gate will also be provided in the hostels to facilitate entry of vehicles supplying material to mess and other vendors. This gate will remain locked and can be opened to facilitate loading/unloading of material of Vendors.
- 3.5 It is the responsibility of the security staff on duty to check that Turnstile Gate is in proper working order. In case of Turnstile Gate not working due to any technical fault, the security staff will immediately inform the Department of IT Infrastructure for its early repairs.

## **Chapter – 4**

### **TRAFFIC AND PARKING MANAGEMENT** **WITHIN CAMPUS**

**1. Types of Vehicles.** Thousands of vehicles enter/exit the university campus daily. Following vehicles, as a mode of conveyance and transportation, will be allowed to enter/exit the university campus

**1.1 Motor Vehicles.** All types of motor vehicles will be allowed to enter the university through Main Gate- 1A, ie, Four/ Three/Two Wheelers or any other bigger vehicle. Only in exceptional cases, some of the vehicles will be allowed to enter through Western Gate .

**1.2 Non Motor able Vehicles.** Cycles and load carrying Rehri Rickshaws will be allowed to enter the university campus through Main Gate 1-A

**1.3 Motor Vehicles.** Open Jeeps and Four Wheelers having dark / black glasses

**1.3 Forbidden Vehicles.** Following vehicles will not be allowed in the university:

**1.3.1 Non Motor Vehicles.** Passenger cycle Rickshaw, Horse Cart, Push Cart, Bullock Cart, etc.

**1.3.2 Motor Vehicles.** Open Jeeps and Four Wheelers having dark / black glasses

**2. Speed of Vehicles.** The maximum speed limit of all types of vehicle in university Campus will be 30 km/hr.

**3. Pedestrian Paths.** For safe movement of pedestrians paths are erected as follows ::

**3.1 Foot Path with Pavers.** These are erected alongside the roads at a little height above the level of road and are only used by the pedestrians. No vehicle or any cycle is allowed to move on foot paths. It is not advisable for pedestrians to move about on roads. All wheel chairs are also recommended to be moved on foot path / pedestrian pavers are not on any campus roads.

**3.2 Walkway.** To facilitate movement of pedestrians in rain or sun, special covers have been erected at major walkways. No cycles should be used on such path

**3.3 Pedestrian Road Crossings (Zebra Crossing).** Zebra Crossings are marked at different places to facilitate road crossing by Pedestrians. Pedestrians will be allowed to cross the road only at Zebra Crossing

4. **Movement of vehicles on paths with pedestrian Movement:** Foot paths have been provided along all roads. In case there is no foot path alongside a road or due to some other requirement vehicular movement is to be allowed on a road/path/place along with pedestrian movement, special route will be planned, where deployed security staff will ensure proper movement of vehicles without causing inconvenience to the pedestrians This can be done for vehicles of Chancellor / Pro- Chancellor and the special dignitaries as approved by the Chancellor/Pro- Chancellor.
5. During University Events or otherwise, vehicles of VVIP's and other dignitaries can be allowed to use a pedestrian path through a special route, as earmarked by Security Staff and approved by Hon'ble Chancellor. During this period this route will be manned by SG's and the vehicle path will be identified by display of traffic cones with chains so that the safety of pedestrians is not jeopardized
6. Movement of Heavy Vehicles: Movement of Heavy Vehicles will be regulated through Main Gate 1-A not over the bridge but via Block 3 and 8 road or through Western Gate. These vehicles will be escorted to its destination by minimum two security staff holding red flags with whistles and walking in front of the vehicle signaling clearance of passage for safety of Students and University Vehicles
7. **Parking Areas:** Parking will be allowed at designated parking areas only. No vehicle will be allowed to park at a place other than designated parking, except in case of official vehicles of Hon'ble Chancellor and Worthy Pro- Chancellor or any other vehicle as allowed by them. Any Vehicle parked at other places will be impounded and penalty will be imposed as per rules.

### **7.1 VVIP and VIP Parking.**

Ser No	Parking No	Location	Vehicle Type	Authorized To
1	P	In between Block – 29 & Block 30	04 Wheeler	Official Vehicles of Hon'ble Chancellor, Worthy Pro Chancellor and Vehicles of Visitor VVIP's

### **7.2 Reserved Parking.**

Ser No	Parking No	Location	Vehicle Type	Authorized To
1	P-3	Block 2 Auditorium VIP Entrance	04 Wheeler	Vehicles of VIPs and Visitors for a particular University Event to be parked outside SBRM Auditorium.
2	P-4	Block 3A Front		Ambulances Vehicles
3	P-11	Baldev Raj Mittal Unipolis		VVIP Parking

### **7.3 Designated Parkings.**

<b>Ser No</b>	<b>Parking No</b>	<b>Location</b>	<b>Vehicle Type</b>	<b>Authorized To</b>
1	P-5	Block 3A rear	04 Wheeler	Official Vehicles of Respected Director General , Dean (LFAMS) and Duty Medical Officer
2	P-6	Near Animal House	04 Wheeler	Vechile of CE and Arch office Staff and Contractor.Incoming route for these vehicles from Main Gate is over the Bridge , in front of Block 8-B and then to Block 8-A.
3	P-7	Block 6	04 Wheeler	Official Vehicles of Chief Engineer and Chief Architect and their visitors.Incoming route for these vehicles from Main Gate is over the Bridge , in front of Block 8-B and then to Block 8-A.
4	P - 10	Block 14	04 Wheeler	Official Vehicle of Executive Dean (LFBA)
5	P-16	In between Block 31 & 32	04 Wheeler	Official Vehicles of Worthy Vice-Chancellor , Pratham Mittal , Vaibhav Mittal , Aman Mittal & Dr. LoviRaj Gupta
6	-	In between Block 25-26	04 Wheeler	Director General
7	P – 17	Along side Blocks 31 to 34 on Red Pavers	04 Wheeler	Mr Robin Sharma, Dr. Rajeev Sobti, Dr Puneet Sikand, Dr Manish Gupta, Mr Vinay Anand, Dr Namita Kaur, Mr Manish Kumar, Ms Soosan Chhabra, Dr Ashwani Tiwari , Mr Narinder Garcha, Dr. Sunaina Ahuja, Mr. Gaurav Gupta, Mr. Manohar Sharma, Dr. Harpal Thethi, Mr. Navdeep Dhaliwal, Dr. Amit Dutt , Mr. Amandeep Nagpal, Dr. Gaurav Sethi & Prof. Bhupinder Verma
8	P-20A	Rear Side Block 42	02 Wheeler	For authorization vendors of food distributions only .
9	P-20B	Block 40	04 Wheeler	Personal Vehicles of Executive Deans,Deans & Official Vehicle of CSO , Fire Tender and Agriculture vehicles
10	P-22	Block 41 D	04 Wheeler	Personal Vehicles of Executive Deans,Deans and any other vehicles with special permission from Hon'ble Chancellor/Worthy Pro Chancellor

### 7.3 Day Parking's ( 07 am to 07 pm )

Ser No	Parking No	Location	Vehicle Type	Authorized To
1	P - 1	Main Gate -1A	2/4 Wheeler	For Day Scholar Students with Academics in Blocks 1 to 14 University Official Vehicles E Rickshaw
2	P - 2	Eastern Gate	2/4 Wheeler	For Faculty and Staff members of Blocks 1,2 & 3 Campus Hospital Staff Vendors of Block 1 to 3 Visitor of Block 1 to 3 During events held in SBRM Auditorium.
3	P - 9	Block 8C	2/4 Wheeler	For Building No 6 to 8 Reversed Parking for 04 vehicles of Hotel visitors Student Parking from 05 am to 07 am & 05 pm to 10 pm for using GYM. Vendors of GH – 1 ,2 & 4
4	P - 13	Outside Western Gate	2/4 Wheeler	For Day Scholar Students with Academics in Blocks 15 to 38 and University Buses
5	P – 15A	Rear SideBlock 20	2/4 Wheeler	For Building No 15 B to 21 Faculty / staff members coming and going from Jalandhar side. Certain Day Scholar Students vehicles for limited timings with RFID for Southern Gate Parking. Visitor & Vendors
6	P – 15B	Near Block 25	2/4 Wheeler	For Staff members and Vendor of Building No 25 to 28 and 38. For Visitors Certain Day Scholar Students vehicles for limited timings provided with RFID for Southern Gate parking.
7	P - 18	Block 30	2/4 Wheeler	For Staff members and Vendor of Building No 29 to 37. For Visitors Buses.
8	P - 19	Block 34 Kioskarea	2/4 Wheeler	For Vendors of Kiosks of that area.
9	P - 27	Southern Gate	2/4 Wheeler	For Faculty and Staff members & Day Scholars of Blocks 55-58.( All Day Scholar students can only takeout their Vehicles after 11 AM.)

**Note.** For over night Parking Any non residential Faculty or Staff member or Day Scholar Student , if they ever wish to leave behind their Two Wheeler or Four Wheeler for whatever reasons, at night in any of the LPUdesignated day Parkings , they will have to take written approval of the concerned Security officer of that sector.

## 7.4 Hostel Parking's ( 24 Hrs )

Ser No	Parking No	Location	Vehicle Type	Authorized To
1	P – 1	Main Gate 1-A	2/4 Wheeler	For University official vehicles
2	P-8	Outside GH-1	2/4 Wheeler	For Parents/Guardians of Hostel Girls Students
3	P-12	Outside GH -3	2/4 Wheeler	For Parents/Guardians of Hostel Girls Students
4	P-14	Outside GH -5 & 6	2/4 Wheeler	For Parents/Guardians of Hostel Girls Students of GH- 5 & 6, Staff of IVY School & Creche Faculty / staff members for drooping children. Vendors of GH – 5 & 6
5	P-21	Scrap Yard	2/4 Wheeler	For Hostel students of BH – 8 & Building No 41 and 42. Vehicles of Staff and Students using Sports Complex. Maintenance Staff for BH -8 and Security Staff Sector – 3 Vendors of rear side Building no 41 to 43 and BH -8
6	P-23	Block 41 -D	2 Wheeler	For Residential Staff and Faculty members of Block 41 C & D.
			4 Wheeler	First row of parking reserved for official Vehicles of Executive Deans , Personal Vehicles of Security Officials and Visitors of BH-1 & Block 41. Remainder parking area is for Residential Staff and Faculty members of Block 41 and students of BH-1 and Block 41 having Four Wheelers
7	P- 24	With in BH -1	2 Wheeler	For Hostel Students of BH-1, Vendors of BH – 1 and Kiosks behind BH-1 Warden staff of BH – 1 Maintenance Staff of BH – 1.
8	P-25	BH -7	2/4 Wheeler	For Warden Staff , Hostel Students , Mess and Laundry Staff/Workers and Laundry VansBH – 1 Kiosk Vendors near Nursery.
9	P-26	Opposite BH -4	2/4 Wheeler	For Warden Staff , Hostel Students , Mess Staff,Vendors and Visitors of BH-2,3 & 4
10	P-28	Rear side BH- 5 &6	2/4 Wheeler	For Warden Staff , Hostel Students , Mess Staff,Vendors and Visitor BH- 5 & 6.

8. **Temporary Vehicle Parking.** Temporary vehicles Parking Pass will be issued to students, faculty and staff members to allow them to park their vehicle for a limited period near their class rooms or place of work on special medical grounds or for any other specific reason by Main Security office.

9. **Parking Timings.** Parking of Vehicles in Hostel Parking, Apartment Parking and Central Store Parking will be allowed for 24 hours, but in all other Parking Areas it is allowed between 7:00 am to 7:00 pm. However, persons on duty after or before these hours will be allowed to park their vehicles. ( But in no case overnight parking will be allowed ) without the permission of concerned Security Officer.

Route	Parking on these Routes	Parking's For Staff & others working in Buildings No	Designated Pick and Drop Points along this route
From Main Gate 1-A to Mall Round About to Infront of Buildings No 13 , 14 to Main LPU Parking	<b>P - 18A</b> ( Near Building No 34 )	13, 14 & 15	In front of GH – 1 & Mall Round About
	<b>P - 18 B</b> ( Near Building No 34 )	29 to 36	
From Mall Round About to Building No 18 Round About to New Plaza Road	<b>P – 15 A</b> ( Rear side of Building no 20 )	16, 18, 19, 20 and 21	Building No 18 Round About
	<b>P- 15 B</b> ( Near Building no 25 )	25 to 28	

10. **Summary of Parking's :-**

Ser No	Category	Total
1	<b>VIP</b>	1
2	<b>Reserved</b>	3
3	<b>Designated</b>	10
4	<b>Day Parking</b>	9
5	<b>Hostel Parking</b>	10
<b>Total</b>		<b>33</b>

11. **One Way Roads.**

11.1 **During Morning Hours.** Entry from Main Gate 1-A and Western Gate from 08:15 AM to 09 :00 AM are designated as one way roads for all incoming vehicular traffic.

11.2 **During Evening Hours.** Exit from Main Gate 1-A and Western Gate from 05 PM to 5:30 PM are designated towards Western Gate and Main Gate 1-A.

12. **Pick and Drop.** All Pick and Drops of staff members, should be undertaken at designated pick and drop places only as mentioned above . No one is permitted to Pick and Drop in front of any Academic / Administrative Buildings, as this suddenly stops the flow of follow up traffic and becomes an accident hazard .

13. **Marking of Attendance.** As per approved University rules & regulations, all Faculty/Staff members are advised to FIRST park their vehicles in their designated parking's and then mark their attendance during morning hours. In case of any violations, the vehicle numbers of such defaulters will be intimated to HR for their further necessary action.

14. **Building No 8 Parking ( P – 9 ).** This parking is only for Staff members working in Buildings 6, 7 & 8 and guests staying in Uni Hotel. No other Staff member should park their vehicles inside this parking.

**15. LPU Buses**

<b>Entry Route In the Morning</b>	<b>Exit Route In the Evening</b>
Entry from Western Gate to In front of GH- 5 & 6, to New Plaza Road to Unipolis near Building No 18	Turn towards Building no 18 to Western Gate

16. Many members are seen holding Car RFID's in their hands, this is against the guidelines, there by, they further delay the process of their own entry by repeatedly showing/flagging RFID to the card reader on the Boom Barrier and giving miss leading commands and in turn delay others, who are following behind. All are advised to affix their RFID's on the wind screens of their cars to take faster access through Boom Barriers.

17. In case of any difficulty on any of the RFID issues, please visit offices in Block 31 Room No 108 (for RFID activation/deactivation problems) and Block 30 Room No 303 (for RFID not working).

18. Many staff members are stopping their cars enroute from Boom barriers to Mall round about, to drop their fellow members, in the middle of the road, there by, they block the rearward traffic, delay following vehicles, and they can even cause accidents.

9. Morning Hours Designated Droping Points.

10 First Drop Point:- Area short of bridge and left of the main road.

11 Second Drop Point:- Area opposite GH-1 Main Gate, near Security Barriers.

12 Third Drop Point:- Area near Mall round about, near Security barriers.

13 Fourth Drop Point:- All staff members parking vehicles near Block 55 are advised to drop fellow members working in Blocks 25 to 38, near Block 25 Security barriers.

14 In between above mentioned areas, no other droping point will be permitted in future, specially near the entrance of Hospital parking.

15. Evening Hours Designated Pick up Points.

16. First Pickup Point . Near Rear end of GH-6.
17. Second Pickup Point. Near GH-3 entrance.
18. Third Pickup Point. Mall Round about near Security barrier.
19. Fourth Pickup Point. Near GH-1 Main Gate.
20. Fifth Pickup Point. In Main Gate 1-A parking.
21. We are noticing excessive driving speed of certain vehicles, coming in side LPU parking, this can cause serious accidents, please avoid over speeding.
22. All vehicles returning after dropping, will be held up at the exit area of LPU parking and opposite Campus Hospital area by the Security Staff, daily from 08:40 AM to 09:05 AM, to give priority to the incoming vehicles.
23. All incoming Vendor vehicles have been stopped entry from 08:00 AM to 09:00 AM, so that more road space, is made available to you all.
24. We have also diverted complete cycle traffic off from main roads, so that they do not obstruct vehicle movement and thus provide more road space to the incoming vehicles.
25. In case any one wishes to give any kind of suggestion, please send on [security@lpu.co.in](mailto:security@lpu.co.in).

## **HOSTEL STUDENT VEHICLE** **GUIDELINES**

1. All Hostel students are permitted to keep their Motor Cycle / Cars inside campus for their use after University hours. They are not permitted to use such vehicle during working hours.
2. They will be allocated specific parking nearest to their hostel.
3. Such students will have to apply for RFID for their vehicles, prior to actually getting their vehicles inside Campus.
4. Hostel students will be allotted RFID to their vehicles and these vehicles should not be driven by any other student
5. The University bears no responsibility for the loss/ damage/ theft of the vehicle, its accessories and any other material of the vehicle.
6. All Parking's within Campus are at owners risk.
7. Hostel students can use their vehicles in the evenings from 5 to 8 PM.
- 8 Hostel students can use their vehicles from 7 AM to 8 PM on University holidays, Saturdays and Sundays.
9. Hostel students can only leave Campus after 7 AM.
10. The maximum speed limit of all types of vehicles in University Campus will be 30 km/hr.
11. Open Jeeps and Four wheelers having dark / black glasses are not permitted to be used inside campus.
12. In case of 2 wheelers, the driver as well as the pillion rider, both needs to wear Helmet.
13. All heavy 02 wheelers specially Royal Enfield motor cycle, their silencer sound should be within permissible vehicle limits.
14. Tripling and other acts are forbidden .

## Vendor / Supplier material unloading point Near various shopping areas.

**1. Unloading/Loading Vehicle Parking Area:** In order to facilitate Vendors to load/unload food stuff and allied materials close to the site of their Venture, following timings has been prescribed. These timings should be STRICTLY adhered to by all the Vendors and their suppliers. Any Vendor/Supplier, who does not conform to these timings or does not cooperate with Security Staff on movement of vehicles inside kiosk area or at unloading points can be fined as per rules. Their License can also be canceled for 6 months to 12 months. Exact location of these loading/unloading points and entitled parking places after loading/ unloading for respective vendors has been indicated in maps attached at the end of this document. Detail of these is as follows :

### 1.1 VENDOR VEHICLE UNLOADING POINTS WITH TIMINGS (SECTOR -1)

ULP No	Type of Vendors	Location	Timings				Unloading Place	Parking after Unloading
1	Individual Shops	Eastern Gate Parking	06.00am to 08.00am	09.30am to 12.00pm	-	06.00pm to 10.00pm	Parking No 2	P-2
2 & 3	Campus Cafe	Block 2	06.00am to 08.00am	09.30am to 12.00pm	-	06.00pm to 10.00pm	Left and Right of Block 2	P-2
4	Cluster Kiosk Area	LIT	-	09.30am to 12.00pm	-	07.00pm to 10.00pm	In front of Shops	P-2
5				-	12.00pm to 07.00pm	-	In Parking No-	P-2
6	Individual Shops	Block 8B	06.00am to 08.00am	-	-	06.00pm to 10.00pm	In front of Main Gate 8B	P-2
7		Block 8C	06.00am to 08.00am	09.30am to 12.00pm	-	06.00pm to 10.00pm	Parking No – 9	P-9

8	Departmental Stores, Shops and Laundrate inside Hostels	GH – 1	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Inside Turnstile Gate/Hostel Gate	P-9
9	Hostel Mess & Gas Supply	GH – 1	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate and Gas Banks	P-9
10	Hostel Mess & Gas Supply	GH - 4	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate and Gas Banks	P-9
11	Hostel Mess & Gas Supply	GH - 2	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate and Gas Banks	P-9
12	Departmental Stores, Shops and Laundrate inside Hostels	GH - 3	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Inside Turnstile Gate/Hostel Gate	P-16
13	Hostel Mess & Gas Supply	GH - 3	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate and Gas Banks	P-16
14	Unimall	Block 15A	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Near Main Stage	P-16
15	Uni Hotel	Block 15B	Open for all timings				Near ATM Passage to drop & pick Hotel Guest	P-16
16	Individual Shops	Block 14	-	09.30am to 12.00pm		06.00pm to 10.00pm	Rear Block 14	P-16

## 1.2 VENDOR VEHICLE UNLOADING POINTS WITH TIMINGS (SECTOR -2)

ULP No	Type of Vendors	Location	Timings				Unloading Place	Parking after Unload ing
1	Kiosk Area	Block 20	-	09.30am to 12.00pm	-	06.00pm to 10.00pm	On Main Road from Block 18 to 20	P - 13
2					12.00pm to 06.00pm	-	Parking No – 13	P – 13
3	Departmental Store, Shops and Laundrate inside Hostels	GH – 5	06.00am to 08.00am	09.30am to 12.00pm	-	06.00pm to 10.00pm	Inside GH-5 & 6 Hostel Gate	<b>Page No – 77</b> P – 13
4	Hostel Messes & Gas Supply	GH - 6	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Mess Rear Gate through Sports Ground	P – 13
5	Hostel Messes & Gas Supply	GH – 5	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Near Gas Bank of GH-5	P – 13
6	Food Courts and Shops	Block 25 , 26	-	09.30am to 12.00pm	-	-	In Between Blocks 26 & 27	P – 16
7		Block 27 , 28 & 29	-	09.30am to 12.00pm	-	-	In Between Blocks 27 & 28	P – 16
8	ODL	Block 29	09.00am to 05.00pm				In front of Block 29	P – 16
9	Central Mail Cell	Block-30	09.00am to 05.00pm				In between Block 31 & 32	P – 16
10	Food Courts and Shops	Block 32, 33 & 34	-	09.30am to 12.00pm	-	-	In between Block 32 & 33	P – 19
11	Cluster Kiosk Area	Behind Block 34	-	09.30am to 12.00pm	-	06.00pm to 10.00pm	In front of Shops	P – 19

12			-	-	12.00pm to 06.00pm	-	In Parking No- 19	P – 19
13	Construction vehicles	Behind Blocks 25 to 29 and Blocks 32 to 34, and in front of Blocks 36 to 38	09:00 am	12:00 pm	02:00:00 PM	04:00 PM	Infront of respective Block	
14	Division of Facility vehicles		09:00 am	12:00 pm	02:00:00 PM	04:00 PM	Infront of respective Block	
15	Division of Examination vehicles		09:00 am	12:00 pm	02:00:00 PM	04:00 PM	Between Blocks 33-34	
16	Central Library books vehicles		09:00 am	12:00 pm	02:00:00 PM	04:00 PM	Infront of Central Library	

### 1.3 VENDOR VEHICLE UNLOADING POINTS WITH TIMINGS (SECTOR -3)

ULP No	Type of Vendors	Location	Timings				Unloading Place	Parking after Unloading
1	Cluster Kiosk Area	Behind Block 41	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Behind Block 41	P-21
2	Food Court , Southern Species Mess	Block 41A	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	In between Block 41A&B	P-21
3	Andhra Bhognalya , Departmental Store	Block 41B	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	In between Block 41B&C	P-21
4	Departmental Store, Shop and Laundrate inside Hostel	BH – 1	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Inside Turnstile Gate/Hostel Gate	P-24
5	Hostel Mess	BH – 1	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate	P-24
6	Cluster Kiosk Area	Behind BH-1	-	09.30am to 12.00pm	-	10.00pm to 11.30pm	In front of Shops	P-24
7			06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Parking Behind BH-1	P-24
8	Hostel Mess	BH – 7	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate	P-25
9	Departmental Store, Shop and Laundrate inside Hostel	BH – 2	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Inside Turnstile Gate/Hostel Gate	P-26
10	Hostel Mess	BH – 2	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate	P-26
11	Departmental Store, Shop and Laundrate inside Hostel	BH – 3	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Inside Turnstile Gate/Hostel Gate	P-26

12	Hostel Mess	BH – 3	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate	P-26
13	Departmental Store, Shop and Laundrate inside Hostel	BH – 4	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Inside Turnstile Gate/Hostel Gate	P-26
14	Hostel Mess	BH – 4	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate	P-26
15	Cluster Kiosk Area	In front of BH- 2	-	09.30am to 12.00pm	03.00pm to 05.00pm	10.00pm to 11.30pm	In front of Shops	P-26
16			-	12.00pm to 03.00pm	05.00pm to 10.00pm		In BH-4 Parking	P-26

#### 1.4 VENDOR VEHICLE UNLOADING POINTS WITH TIMINGS (SECTOR -4)

<b>ULP No</b>	<b>Type of Vendors</b>	<b>Location</b>	<b>Timings</b>				<b>Unloading Place</b>	<b>Parking after Unloading</b>	
1	Hostel Messes	BH – 5	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate		P-28
2	Departmental Store, Shop and Laundrate inside Hostel	BH – 5	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Inside Turnstile Hostel Gate		P-28
3	Departmental Store, Shop and Laundrate inside Hostel	BH – 6	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate		P-28
4	Hostel Mess	BH – 6	06.00am to 08.00am	09.30am to 12.00pm	02.00pm to 04.00pm	06.00pm to 10.00pm	Nearest to Hostel Mess Gate		P-28
5	Individual Shops	Block 55 to 57	06.00am to 08.00am	-	05.00pm to 08.00pm	-	Between Block 55 to 57		P-28
6	Cluster Kiosk Area	Behind Block 57	06.00am to 08.00am	10.00am to 12.00pm	05.00pm to 08.00pm	-	In front of Shop		P-28
7			-	09.30am to 12.00pm	-	09.00pm to 11.30pm	Outside Kiosk Area	Page No 2880	

## **Summary of Unloading Points**

Sector				Total
1	2	3	4	
16	16	16	7	55

**2.** In between following timings the Vehicles of Vendors and Suppliers will not be permitted to enter from Main Gate 1-A or any other Gate due to student and staff IN and OUT movement:-

- 2.1 Morning 08:15 AM to 09:15 AM
- 2.2 Evening 04:45 PM to 05:45 PM
- 2.3 Parking of Vehicles at unloading Points will be allowed for maximum of 20 minutes.
- 2.4 Maximum speed limit of vehicles in loading/unloading areas will be 15 km/hr.
- 2.5. No personal Vehicles of Mess Contractor and Vendors are allowed inside Hostel Gates.
- 2.6. No vehicles will be permitted to move in Student movement areas around the kiosks

**3. Frequent Stopping Halts of essential Vendors :-** Vehicles for ATM Recharging, Coca Cola Vending Machine recharging, Garbage disposal Vehicles, Milk and Bread Supply Vehicles, Post Van & Vehicle of Post Man or Representatives of agencies permitted to deliver university mail will be allowed to park at site near their working place for limited period, subject to maximum of 30 minutes.

## **PEDESTRIAN CROSSING**

1. The following Student and Staff Pedestrian crossing mentioned below :-

Sr.no	Sector	No of Crossing	Location
1	Sector 1	1	Near Nation Flag LIT
2		1	Infront of LIT
3		1	Kiosk area LIT
4		1	Near Cheif Arch Parking
5		1	LIT Back side
6		1	Near CP Post
7		2	CP to Hospital
8		1	GH- 5 Mess gate near crossing
9		2	GH -5 Parking in front
10		1	Near Law Gate to Block 20
11		2	infront of Block 18
12		1	GH – 3 Front
13		1	GH – 4 Front
14	Sector 2	2	Infront of Block 13
15		2	Infront of Block 14
16		1	In front of Block 28 near Shed
17		2	Near Block 25 area
18	Sector 3	2	Block 40 to Bridge gate
19		1	Near Skating zone
20		1	BH – 2 Kiosk area
21		1	Under shed BH – 2

## **Chapter – 5**

### **BOOM BARRIERS**

**1. Introduction :** To ensure the security and safety of the humane and physical resources of the university, it was essential to control the entry/exit of persons and vehicles in the campus. Such entry/exit is normally regulated by issuing Identity Cards and Gate Passes. All such record is maintained online or in Registers. Keeping in view the large number of vehicles daily coming in and going out of campus, there was a need to introduce a user friendly and automated system to regulate their entry/exit. For this purpose electronically operated Boom Barriers have been installed one at each lane at Main Gate -1A. Operation of these Boom Barriers is controlled by Radio Frequency Identification Device (RFID). The movement of vehicles crossing Boom Barriers is recorded with the help of CCTV Cameras. These Boom Barriers help in generating following reports :

- 1.1 Date and time of entry/exit of a vehicle
- 1.2 Frequency of an exit/entry of a vehicle
- 1.3 No. of vehicles crossing in or out through the Boom Barriers.

**2. Radio Frequency Identification Device (RFID):** This is a device that can be used to operate Boom Barriers to regulate the entry/exit of two/four wheelers. Following persons are entitled to use RFID for automatic entry/exit of their vehicles:

- 2.1 Employees of LPU coming to University on Two/Four Wheelers
- 2.2 Hostel and Day Scholar of LPU coming to University on Two/Four Wheelers
- 2.3 Registered Contractors/Vendors of LPU coming to University on Two/Four Wheelers

**3. Procedure to issue RFID :-**

**3.1** RFID will be issued to any of the above said persons, if he has applied online through the following pathway –

UMS Navigation >> Division of Security & Safety >>RFID >> RFID ONLINE Application Form along with scanned copies of the following documents:

- 3.1 Soft copy of the Driving License
- 3.2 Soft copy of the Registration of Four / Two Wheeler
- 3.3 Soft copy of Vehicle Insurance
- 3.4 Fee Receipt, if applicable
- 3.5 RFID will be issued can be received from office of Division of Security & Safety (Room No. 307, Block 29)

**4. RFID Charges:** Fee to issue RFID will be charged at the rates prescribed by the competent authority from time to time. The existing rates are as per **Appendix – 5.1** on page 34.

**5. Entry of vehicles through Boom Barriers:** Specially programmed RFID Card reader has been installed on every Boom Barrier to regulate the Entry/Exit of vehicles in university campus. This Card Reader is synchronized with RFID / UID Card. Therefore, for easy entrance RFID should be properly displayed on the authorized vehicle as follows:

**Four Wheelers:** RFID will be pasted inside the windshield of the vehicle as shown in the **Appendix – 5.2**

**6. Visitor Record on failure of Boom Barriers:** All the vehicles entering/exiting through Main Gate A-1 will pass through Electronically Operated Boom Barriers controlled by a specific software.

6.1 Boom Barrier will automatically give way to the vehicles having properly installed RFID

6.2 In case of wrong installation of RFID or vehicles of Visitor Pass Holders, the Boom Barriers can be opened by the Security Staff using his own Boom Barrier Card after checking their authenticity of the Visitor Pass or RFID.

6.3 In case of failure of Boom Barriers due to some technical fault of any other reason, the visitor record is kept manually in a register by the Security Staff. This record will have similar information about the visitor, as is being mentioned in Visitor Pass. Later on this information is uploaded online.

6.4 Thus the Report regarding entry/exit of all the vehicles passing through Boom Barriers will be generated with the help of this software.

**7. Division of IT Infrastructure** will be responsible for installation , activation, deactivation , repair and maintenance of Boom Barriers , RFID Card readers and CCTV Cameras.

## **RADIO FREQUENCY IDENTIFICATION DEVICE (RFID)** **ISSUE PROCEDURE**

1. All Faculty/ Staff members, Students, Vendors, Contractors or any other specified categories will be issued with a RFID ( which is an electronic device ) for their Cars to provide them smooth entry / exit from Main Gates.
2. All other members with Motor Cycles, their RFID will be built into their University UID Cards itself, for smooth entry / exit from Main Gates.

<b>Entitlement</b>		
<b>Type</b>	<b>Motor Cycle &amp; Cars</b>	<b>RFID Valid Upto</b>
Faculty / Staff members	Two RFID's free of cost will be issued to all for 02 Cars or 01 Car and 01 Motor Cycle.	Till in University Service
Students	Only One RFID for Car / Motor Cycle will be issued on Payment.	For each Academic year
Vendors / Contractors	As per requirement	Till in University Service

3. **Faculty and Staff Members.** No RFID payment charges will be taken from Staff and Faculty members for the first time issue of RFID. If a Faculty/ Staff member requires additional RFID for their Cars or in case of loss or damage of the original RFID, subsequent RFID will be issued on payment of Rs 250/- or on as then specified payment.
4. **Students (Day Scholars & Hostlers).** Parking facility may be availed by Day Scholars as well as Hostel Students, for complete Academic Session (from 1st August to 31st May ). Their RFID's will be automatically deactivated by the University on 31<sup>st</sup> May every year.
5. The annual parking fees, for issue of RFID to Students will be specified from year to year.
6. All those issued with RFID will ensure that their RFID is always pasted on the wind screen of the vehicle. In case any one holding RFID in their hands, an Indiscipline case will be made against the defaulter.
7. Faculty / Staff members, Vendors & Contractors who leave their jobs, have to submit their issued RFID back to Security office and then only obtain No Dues Clearance from The Division of Security & Safety.
8. In case of Loss/ Damage to RFID, the concerned person needs to personally visit Main Security office and provide details, so that the Security office can deactivate the previous RFID and advise the person concerned for issue of a new RFID.

**9 Parking Stickers** : All Two/Four Wheeler's having RFID Passes will be issued Parking Stickers. These Stickers will be displayed on the vehicles to facilitate authorization of category wise parking as per following table :-

S. No.	Post/Designation	Category & Grade	Color of Sticker
1	Chairman, Vice- Chairman, Chancellor, Pro-Chancellor, Vice- Chancellor, Pro Vice Chancellor, Director General	Z ( D- 7 & Above )	Red
2	Executive Dean , Sr Dean, Sr. Director, Dean, Director, Registrar, Chief Engineer, Chief Architect.	A+ (D- 5 to 7)	Yellow
3	Additional Dean, Associate Dean, Deputy Dean, , Deputy Director, Assistant Dean, Assistant Director, Associate Director, Additional Director, Associate Professor & Asst. Dean, Dy Dean / Director, Asst. Dean / Director, Professor & Asst Dean, Dy. Dean, Additional Dean .	A (D- 1 to 4)	Green
4	All Faculty & Staff Members ( Four Wheelers)	F	White
5	Day Scholar Students ( Two and Four Wheelers)	S	Blue
6	Hostel Students ( Two and Four Wheelers)	H	Pink
7	Vendors & Contractors ( Two and Four Wheelers)	V	Grey

- 9.1 If an individual is getting elevated to higher designation, his/her category for parking car parking will be revised.
- 9.2 Displaying of Parking Stickers : Respective Parking Stickers will be pasted on Vehicles as follows :
  - 9.1.1 Four Wheelers: On the left hand side of the front screen.
  - 9.1.2 Two Wheelers: On the front mud guard as shown in Appendix–4.2 on page 42
  - 9.1.3 No Parking Stickers will be issued to the following vehicles :
    - 9.1.4 Fire Tender
    - 9.1.5 Security Vehicles
    - 9.1.6 Ambulance

**10. Emergency Parking :** As and when an emergency of any of the following type occurs within the University , all responsible and earmarked to handle such emergencies are expected to give an instant response by reaching the locations at the earliest and are permitted to park their vehicles in the near vicinity of the emergency without any approval till the emergency work is over.

S. No.	Entitlement	Parameter
1	Vehicles of Chancellor , Pro Chancellor & VVIP's Visitors	
2	Fire Tender	Fire
3	Ambulance	Acute Sickness, Fatal Accidents
4	Vehicles of Electrician	Electrical Short circuit, Electrical Shock , Substations Generator
5	Security Vehicles	Mob Violence, Riots, Serious Indiscipline

4. General/Routine Maintenance/Visits/Inspection work should not be counted as emergency and in case any one has taken Special approval in writing of Hon'ble Chancellor/Worthy Pro Chancellor , the same will be issued BQ Pass and the pass holder will be entitled to park his vehicle in the nearest Unloading Point area and not on the site itself.

5. Parking Signage: To indicate location of various Parking Slots Parking Signage's will be installed near each Parking.

## 6. Important information

- 6.1 The University bears no responsibility for the loss/ damage/ theft of the vehicle, accessories and any material in the vehicle.
- 6.2 Only those vehicles will be allowed in the university, those are having all the documents required as per Motor Vehicle act.
- 6.3 The parking place (unpaved parking) will be at some distance from the allotted residential accommodation and/ or academic block.
- 6.4 Any non residential Faculty or Staff member or Day Scholar Student , if they ever wish to leave behind their Two Wheeler or Four Wheeler for whatever reasons, at night in one of the LPU designated day Parkings , they will have to take written approval of the concerned Security Officer( SO)of that Security Sector, otherwise, the vehicle will be sealed for Security reason and will only be released thereafter , taking due necessary disciplinary action against the defaulter on orders of worthy Pro Chancellor

- 6.5 Every day in the morning from 08.40AM to 09.00AM , all roads within the University will be declared as one way for the incoming traffic. Anyone desirous of leaving the University. During this period outgoing vehicles will be halted in front of GH-1.
- 6.7 At all time, the speed limit, as specified by the University, needs to be followed in letter and spirit
- 6.8 In case of 2 wheelers, the driver as well as the pillion rider needs to wear the helmet. Tripling and other acts forbidden under Motor Vehicles Act, 1988 and/ or other relevant laws and regulations in force are not allowed.
- 6.9 All vehicles brought inside the University Campus should have Insurance paper, RC, Driving License, Pollution Certificate and other relevant documents as required / prescribed under Motor Vehicles Act, 1988 and other relevant laws and regulations in force.

# **LOVLEY PROFESSIONAL UNIVERSITY** **ONLINE SPONSORED VISITOR PASS**

**EMAIL**

**SMS**



# RECEPTION CENTER PASS

<u>Lovely Professional University</u> <u>Visitor Pass</u>	
	
Sr No	: A124
Date	: 22-Feb-14
Name of Visitor	: Mr Bikeshwar Gupta
Address	: Athauli
Phone	: NA
Vehicle Type	: 2 Wheelers
Vehicle No	: PB 09 BK 2553
Block/Person to be Visited	: 15220 , Balwinder Singh 8146584747 , Division of Security & Safety
Entry Time	: 7:16 AM
Signature of the person visited .....	
:::NOTE:::	
1. Visitor to exit the campus from Main Gate 1-A	
2. Visitor should deposit the pass at Main Gate 1-A after obtaining the signature of the person visited	
3. Not to visit any other place	

## **IMPORTANT MOBILE / LANDLINE NO'S OF SECURITY AND FIRE OFFICALS**

Chief Security Officer	Mobile No	97800-05945
	Land Line	01824444095
Senior Security officer Sector – 1 & 2	Mobile No	98766-44331
	Land Line	01824444365
Senior Security officer Sector – 3 & 4	Mobile No	98784-26874
	Land Line	01824444545
Fire Officer	Mobile No	97800-36402
	Land Line	0182444201
Fire Tender	Mobile No	75081-83870



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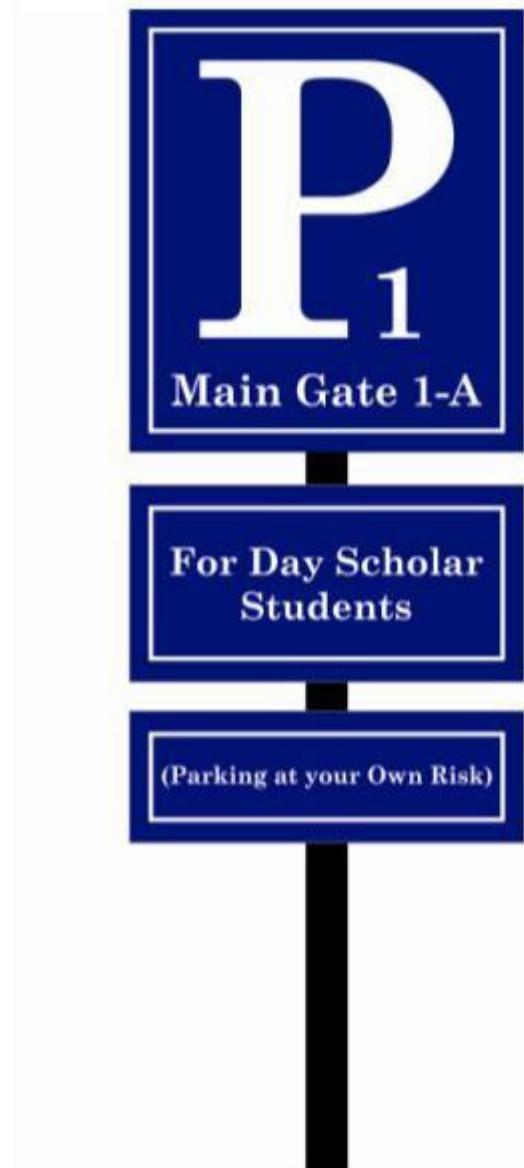
#### DISPLAY OF PARKING STICKER FOR FOUR WHEELER



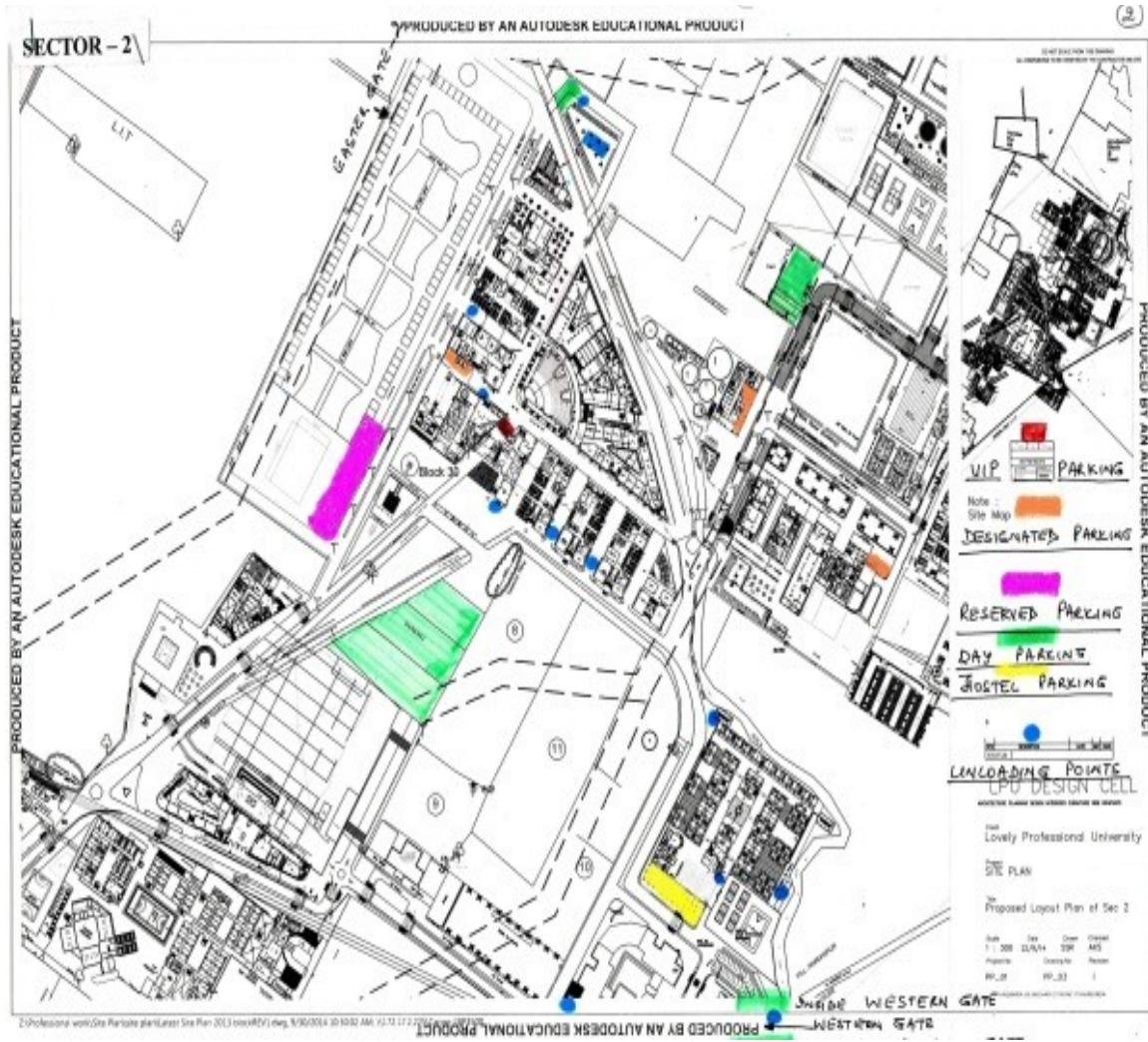
DISPLAY OF PARKING STICKER FOR TWO WHEELER

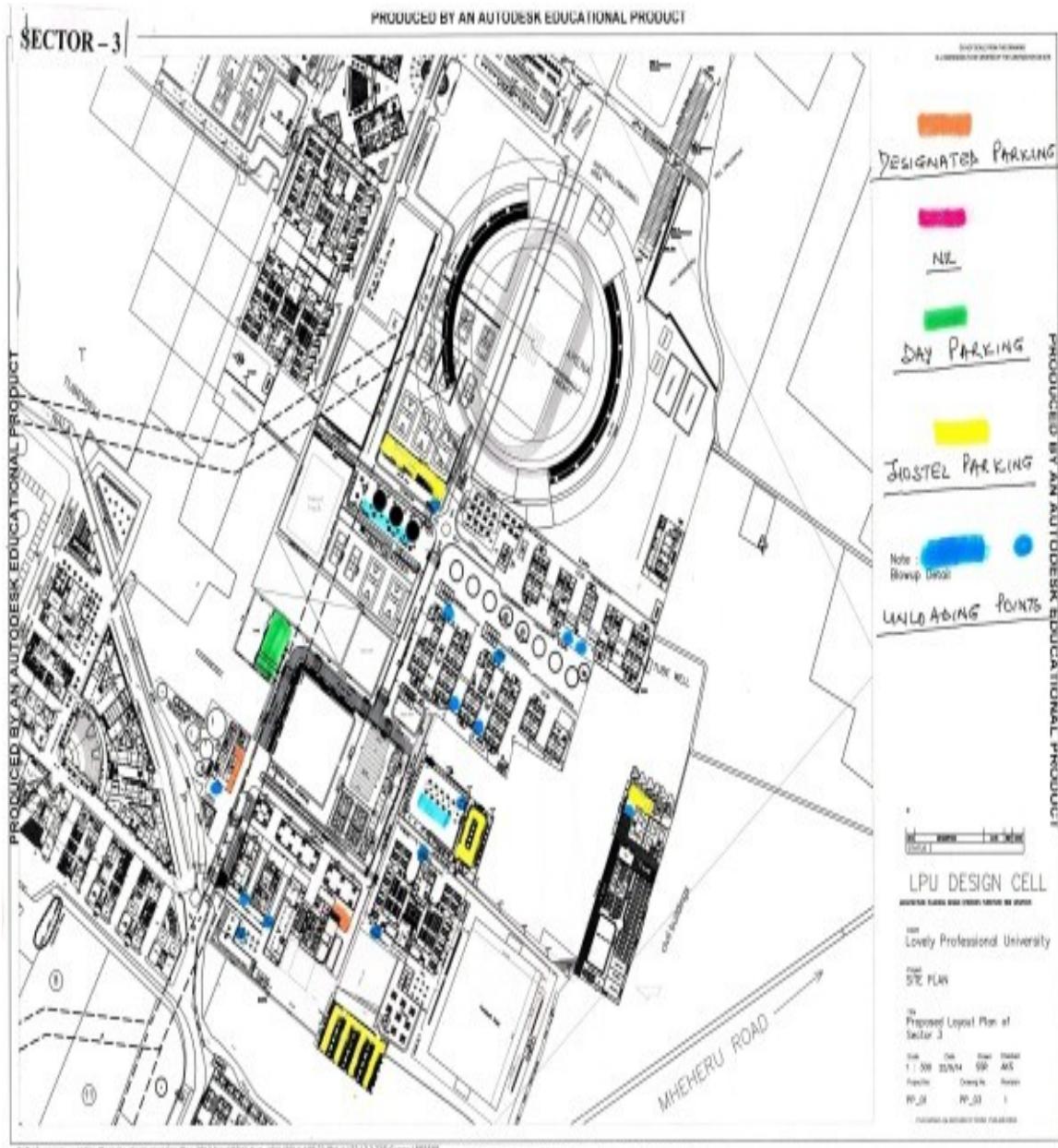


SAMPLE OF PARKING SIGNAGE









SECTOR 4

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT

