



MVGR College of Engineering (Autonomous)

Since 1997

VIJAYARAM NAGAR CAMPUS, CHINTALAVALASA, VIZIANAGARAM-535 005

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MVGR/Policy/Admn/DIS/2023/01

INSTITUTE POLICY

ACCESS TO CAMPUS



Authorised Campus Entry – Personnel

- All students will be allowed access into the campus only if they possess valid ID card. The ID card shall be worn on their person using the lanyard supplied.
- Any person without valid ID card, even though claiming to be a student or alumnus, will not be allowed entry into the campus.
- All such persons have to fill in a Visitor's Pass at the security for access into the campus.

Authorised Visitor Entry

- Any person interested in visiting the campus on personal or official work is required to fill in the 'Personnel Entry Register' and obtain a 'Visitor Pass' from the security office and then enter the campus.
- The Visitor Pass will have to be signed by the person whom the visitor is meeting and then submitted back to the security office while leaving the campus.
- Exit from campus will not be granted without the signature of the college official they came to meet.
- For invited guests and dignitaries, no Vehicle/Visitor Pass is required. Prior intimation, however, needs to be given to the security as to the details of the vehicle and dignitaries in order to permit unrestricted access.

Authorised Campus Entry – Vehicles

Vehicle Entry Pass

- Students, faculty members and staff who desire to have vehicular access to the campus shall apply and register their vehicle with the college administration.
- A pass (in the form of a sticker) shall be issued for their vehicle.
- The pass (sticker) shall be pasted on the left hand top corner (of the driver) of the front windshield of the 4-wheeler and right hand top corner of the front panel of the 2-wheeler.
- Vehicle pass (Blue Colour) is provided for vehicles of faculty members and staff and Brown Colour for students who enter the campus daily and park their vehicles through the course of a day.

- Vehicle pass (Green Colour) is provided for vehicles of support staff (canteen, Fresh Choice, etc.) vehicles who visit campus frequently for supplying essentials to canteen or Fresh Choice etc.
- Vehicle pass (Maroon Colour) is provided for college vehicles.
- Temporary vehicle pass (Yellow Colour) is provided for vehicles of parents/guardians, alumni and visitors who visit the campus for a short duration.

Procedure for Issue of Vehicle Entry Pass

- Students, faculty members and staff who wish to park their vehicles in the campus on regular basis shall fill in a registration form with their details and details of the vehicle.
- In addition, the following documents shall be submitted in hard copy to the college administration office.
 - College ID proof.
 - Photocopy of valid Certificate of Registration of the vehicle in the name of the applicant or his guardian.
 - Those with newly purchased vehicles will have to submit Temporary Registration Certificate as proof of ownership.
 - Valid driver's license of the applicant.
- For those who register their 2-wheelers, wearing a helmet (rider and pillion) is mandatory. Entry will not be allowed into campus without helmet.
- For those who register their 4-wheelers, wearing a seatbelt is mandatory
- Parents/guardians, alumni and visitors who are planning to visit the campus in their vehicle must fill a registration form at the security gate with details of the official they wish to meet.
- After verification, a Temporary Vehicle Pass (Yellow colour) will be issued and they will be granted entry/ access to the campus.
- This card will have to be displayed on the dashboard of the 4-wheeler (retained by the visitor in the case of 2-wheeler) and surrendered to the security on leaving.

Conditions

- Entry and parking inside the campus are granted by the institution only through the issue of the above mentioned passes.
- Removal of the vehicle entry pass or the display of the same in an un-prescribed manner will result in the termination of the pass.
- The vehicle entry pass shall always remain displayed at the designated location on the vehicle.
- The vehicle owner/ person registered with the office shall ensure that their vehicle is operated only by persons with a valid driver's license.
- Visitors Pass must be shown upon request to authorised people within campus.
- The vehicle owner/driver shall conform to the 20 km/hr speed limit within the campus area.

- The campus is a 'Silent Zone'. Use of horn within the campus premises is strictly prohibited.
- The vehicle owner/driver shall not bring inside the campus nor keep in his/her vehicle while it is inside the campus items that are prohibited including firearms, pornographic material, illegal drugs, alcoholic drinks or beverages and any other dangerous chemicals and materials.
- Any violation of the conditions set forth by the Institution may result in the termination of pass, imposition of fines, disciplinary action and/or attract legal action. The decision of the college administration in this regard shall be final and binding.
- Replacement of the lost, stolen, or destroyed pass will be at the vehicle owner's expense. The cost for replacement of the pass shall be borne by the vehicle owner.

Authorised Material Movement

- Any person transporting material (hardware, computer systems, material scrap etc.) out of the campus shall fill in a 'Material Gate Pass' giving details of the material being transported, purpose and source of the material.
- The material gate pass shall be signed by the transporter and authorised by a competent authority of the institution.
- The transporter shall submit the gate pass at the exit gate and will be permitted to leave with the material after due inspection by the campus security.
- No material shall be allowed to be transported out of the institution without a valid material gate pass.



By Order

DIRECTOR
MVGR College of Engineering (A)
VIZIANAGARAM-535 085