SOP- 14

Entry pass for visitors			
1.	All visitors should have valid reason for entry to the	1	SP on duty may demand
	campus.		Registration Certificate of
2.	It is mandatory for all the visitors to get entry pass		the vehicle and Driving
	from the main gate before entering in the institute.		License in specific cases.
3.	Visitors should approach the pass making hut and		
	follow the instructions of the computer operator.		
4.	Visitors should produce suitable Photo Identity proof		
	for making his/her pass.		
5.	Visitors should declare their contact number to the		
	operator on the gate.		
6.	Visitors are liable to be photographed for entry pass.		
7.	Vehicle should be parked properly at the main gate		
	parking for making entry pass.		
8.	Driver of the vehicle should adhere to the speed limit		
	of the campus (30 km/h).		
9.	Visitors are liable to declare if they possess any		
	firearms/ explosives.		
* All entrants are liable to follow the traffic rules.			