

ACHARYA INSTITUTES

Acharya Dr. Sarvepalli Radhakrishnan Road, Soladevanahalli, Bengaluru -560 107, India

POLICY ON VEHICLE PARKING INSIDE THE CAMPUS

Policy No: AI/AC/VPP/017	Version No: 003	Owner: Acharya	Page 1 of 4
Date of issue: 01 Jan 2026	Review date: 01 Jan 2027	Applicability: All Stake Holders	

1. Introduction

Acharya Institutes is committed to ensuring a safe, orderly, and secure environment for all stakeholders. For all Staff (teaching, non-teaching and supporting), students, parents, increasing guests, visitors, participants, and individuals visiting the campus for daily routine work, classes, enquiries, events, programs, or media-related shooting activities, a well-regulated vehicle parking policy is essential to maintain discipline, avoid congestion, and ensure safety.

2. Purpose

The purpose of this policy is to:

- Provide clear guidelines for vehicle parking within the campus.
- Ensure smooth traffic flow and optimal use of parking space.
- Maintain security and accountability for vehicles entering and exiting the campus.
- Prevent misuse of campus premises by unauthorised vehicles.
- Prevent possession of unauthorised goods

3. Scope

This policy applies to:

- Teaching staff, non-teaching staff and supporting staff
- Students of Acharya Institutes
- Guests invited by departments or the administration.
- Student's Parents/Guardians
- Visitors attending meetings, events, or programs.
- Participants of workshops, conferences, seminars, competitions or any events.
- Media personnel and external teams visiting for shooting (film, television, advertisements, etc.).

4. Policy Statement

All vehicles entering the campus must be registered at the main gate and parked only in designated parking zones with a specified parking fee. Unauthorised parking, parking in restricted zones, or obstructing campus operations will be treated as a violation of this policy.

5. Objectives

- To maintain discipline and order in campus traffic management.
- To ensure the safety and security of vehicles and pedestrians.
- To prevent unauthorised vehicle access to sensitive or restricted areas.
- To allocate designated parking zones for different categories of visitors.

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Policy Drafting & Review Committee	Managing Director	Head, Quality Assurance

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6. Procedures

a) Entry and Registration

- ✓ All vehicles must enter through the designated gate only.
- ✓ Visitors must provide valid ID proof and state their purpose of visit.
- ✓ A parking pass (digital) will be issued for parking.

b) Designated Parking Zones

- ✓ **Teaching, non-teaching, supporting staff:** at designated parking zones
- ✓ **Students:** at designated parking zones
- ✓ **Guests/Visitors:** Allocated near administrative or event venues.
- ✓ **Participants:** Allocated at designated event parking zones.
- ✓ **Media/Shooting Teams:** Allocated based on prior approval, preferably near the shooting site but without disrupting regular operations.

c) Parking Rules

- ✓ Vehicles must be parked only in designated areas.
- ✓ No parking in fire lanes, emergency exits, pedestrian pathways, or restricted zones.
- ✓ Vehicles must be locked, and valuables should not be left inside.
- ✓ Management is not responsible for the valuables lost.
- ✓ Possession of prohibited goods is restricted inside the vehicle.
- ✓ The owner of the vehicle is solely responsible for the contents of the vehicle
- ✓ Violation of the policy may lead to denial of parking access, removal of the vehicle, confiscation of the goods, disciplinary action and legal proceedings as per law.
- ✓ The security officer reserves the right to inspect the vehicle if there is a reasonable suspicion of prohibited goods.

d) Parking Fees

- ✓ One day = Rs. 10/-
- ✓ One week = Rs. 45/-
- ✓ One month = Rs. 200/-
- ✓ Half yearly = Rs. 1300/-
- ✓ Yearly = Rs. 2500/-

e) Exit Procedure

- ✓ Parking pass must be shown at the gate during exit if asked.
- ✓ Security staff will verify vehicle details before exit.

7. Roles and Responsibilities

a. Campus Administration

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- Approve and oversee the implementation of the vehicle parking policy.
- Allocate budget and resources for maintaining parking infrastructure.
- Approve exemptions (VIPs, emergency vehicles, special cases).
- Review and update the policy periodically.

b. Security Department

- Manage entry and exit of all vehicles at campus gates.
- Verify visitor identity, purpose of visit, and issue parking passes.
- Direct vehicles to designated parking zones.
- Monitor parking areas through patrols and CCTV surveillance.
- Ensure no unauthorised parking or obstruction in restricted zones.
- Enforce penalties, fines, or towing in case of violations.

c. Event Organisers / Department Coordinators

- Provide advance information about expected guests, visitors, and participants to the Security Department.
- Coordinate with security to allocate sufficient parking space during events, workshops, seminars, or competitions.
- Ensure that external shooting teams or vendors receive prior written permission and follow designated parking norms.
- Act as a point of contact for resolving parking-related issues during departmental events.

d. Staff, Students, Guests, Visitors, and Participants

- Register their vehicles at the main gate and collect parking passes.
- Park only in the designated parking zones as directed by security.
- Follow all traffic and safety instructions issued within the campus.
- Ensure their vehicles are locked, and their valuables are not left unattended.

e. External Shooting Teams / Media Personnel

- Obtain prior approval from the administration for campus access and parking arrangements.
- Park vehicles in the zones allocated specifically for shooting purposes without obstructing academic or administrative operations.
- Cooperate with security personnel in maintaining discipline.

f. Facility Management / Transport Department

- Maintain parking infrastructure, signage, and road markings.
- Provide adequate lighting and safety measures in parking areas.
- Coordinate with security in managing traffic during peak times or special events.

g. Consequences and Compliance

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- Unauthorised or incorrect parking will result in:
 - Immediate removal or towing of the vehicle at the owner's cost.
 - Penalties or fines as per campus rules.
 - Repeated violations may lead to restricted or denied entry into the campus in the future.

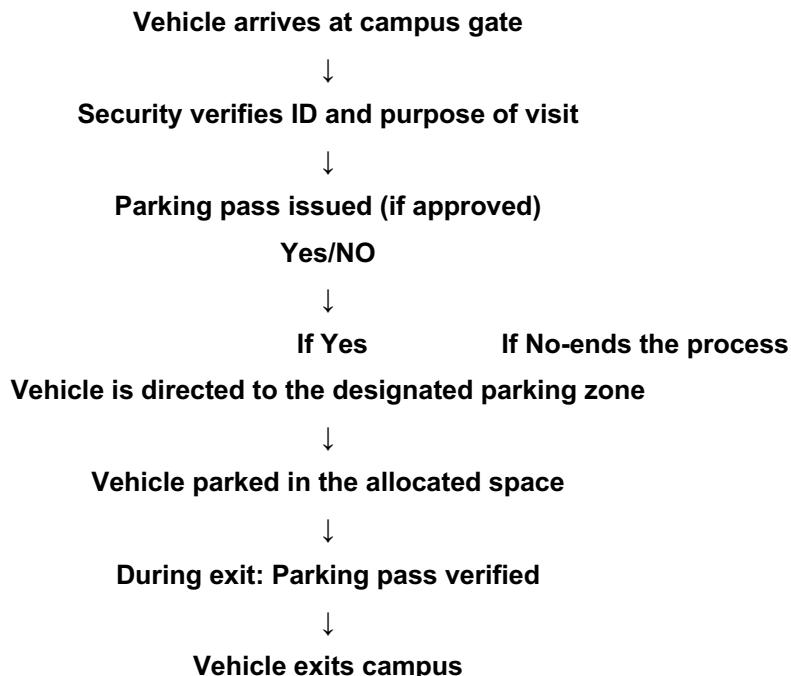
Compliance

- All Institutes, departments, event organisers, internal staff and external visitors must adhere to this policy.
- Compliance will be monitored by the Security Department.
- Any exemptions (for VIPs, emergency vehicles, or special cases) require prior written approval from campus administration.

9. Change of History

Version no.	Effective Date	Significant Changes	Previous Version no.

10. Flow Chart



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