

Visitor Policy

1. Purpose of Policy

The purpose of this document is to provide guidelines to faculty, staff, and students regarding visitors to LUMS.

2. Scope of Policy

The policy shall be applicable to visitors at all times.

3. Policy

- a. Visiting hours are between 8:30 am and 9:30 pm. Guests related to students and staff shall be allowed to visit the campus within the defined visiting hours only. Guests must leave campus by 10:00 pm and no later than that.
- b. Drugs and weapons are not permitted on campus.
- c. Guests will only visit the office/individual that has been registered with the campus security office. If they are found in an unauthorized area/office by the security staff, the visitor will be asked to report immediately to the security office.
- d. Guests shall be issued a Visitor Pass after endorsement of credentials and confirmation from the LUMS community member that they intend to meet. This pass must remain in the possession of the visitor for identification within the campus and should be returned upon exit.
- f. Hosts should accompany their guest(s) on campus.
- g. The Visitor Pass will be returned to the issuing authority after signing out.
- h. Visitor will park their vehicle at the visitor parking only.

4. Student Guests

- a. On arrival of guests, students are required to submit their university smart card with the security supervisor on duty. The guest's CNIC (original) or authorized legal driving license (original) shall be submitted to the security supervisor at the main gate. Guests not in possession of valid identity will not be permitted entry to the premises.
- b. A visitor's pass shall be issued to the guest by the security staff. The Visitor Pass must be worn at all times.
- c. Guests cannot enter classrooms/labs/hostels/library/Sports Complex/ discussion rooms.
- d. Guests are not allowed to stay overnight on campus or after specified hours, without prior approval from the Dean OSA.
- e. One guest shall be allowed per smart card.

5. Alumni Entry and their Guests

- a. Alumni while entering the campus will show her/his original university smart card.
- b. One guest shall be allowed per smart card.
- c. Alumni will always accompany the guest.
- d. The guest is required to submit their original CNIC with the security supervisor on duty. Guests not in possession of any valid identity will not be permitted entry to the premises.
- e. A visitor pass shall be issued to the guest and returned to the security office upon exit.
- f. For the entry of the vehicle an authorized alumni sticker must be displayed on the wind screen. The respective vehicle will be parked in the visitor parking area without the sticker.
- g. If the alumni are not in possession of her/his Smart Card, they will report to the security office for verification through the system.

6. Staff Guests

- a.** Staff members will inform the security office via email regarding the details of their guest.
- b.** The guest will deposit his/her original CNIC/driving license with the security office and will be issued a Visitor Pass. The pass will need to be returned upon exit.
- c.** In case of official purposes, the visitor will visit only the specific office/place.

7. Faculty Resident's Guests

- a.** The resident will inform the security office about their guest through an email or their apartment's landline number.
- b.** The security office will record the name, vehicle number and time of the guest visiting the faculty residence.
- c.** Guests can stay overnight in faculty apartments with the intimation of the relevant faculty.
- d.** The visitor can park his/her vehicle in the faculty residence area only in free parking space (not in the designated parking slot of any apartment).
- g.** Unannounced faculty guests will not be permitted entry to the campus.

8. Guests at REDC

- a.** The REDC office will share the list of guests staying at REDC with dates and time to the security office.
- b.** REDC guests will visit only the designated areas.