



LUMS

A Not-for-Profit University

Visitors Policy

September 2022

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1. Purpose of Policy

The purpose of this document is to provide guidelines to visitors, faculty, staff and students regarding the rules to be followed once they enter the LUMS premises.

2. Scope of Policy

The policy shall be applicable across the University.

3. Policies and Procedures

The following guidelines cover the policies and procedure for all users:

1. Visitors shall be required to cooperate with the Security staff while undergoing entry procedures.
2. The entry timing for visitors shall be from 8:30 am to 9:30 pm. The visitors related to students and staff shall be allowed to visit the campus within the defined visiting hours only. The visitors shall leave the campus at or before 10:30 pm and no later than that.
3. Drugs and weapons are not permitted on campus; therefore, a visitor carrying such items will not be allowed to enter the University.
4. A visitor will only visit the office/individual that has been registered with the security control room. If he/she is found in an unauthorised area/office by the security staff, the visitor will be asked to immediately report to the security control room.
5. A visitor shall be issued a Visitor Pass after endorsement of credentials and confirmation from the LUMS community member who he intends to meet. This pass must remain in possession of the visitor for identification within the campus and should be returned upon exit.
6. All rented outlets on campus shall submit their employee's data with the security control room. Each employee shall have the particular outlet's identity card duly signed/stamped by the owner/manager.
7. Vendors/suppliers will make deliveries to the relevant areas.. They will not be allowed to visit unauthorised areas. Additionally, vendors/suppliers not in possession of an original CNIC/ driving license will not be allowed to enter the campus.
8. On arrival of guests, students are required to submit their University Smart Card with the security supervisor on duty. The guest's CNIC or authorised legal driving license (original) shall be submitted with the security supervisor at the main gate. Guests not in possession of any valid identity will not be able to enter the premises.
9. Resident faculty will need to inform the security control room through mail/call about guests and the control room will also call the resident faculty on arrival of the guest to confirm. The relevant guests will then be guided to the concerned resident's area.
10. To ensure safety and security of the campus, the vehicle of the community member/vendor/ guest shall be thoroughly checked upon arrival or anytime later.
11. All deliveries by vendors through procurement can only be delivered within 8:00 am – 5:00 pm daily, except Saturdays and Sundays. However, for emergent deliveries special permission can be given on the request of the HOD Procurement to General Administration and Services (GAS).
12. Before entering LUMS, any member of the LUMS community (faculty, staff, students and alumni), without possession of the Smart Card shall be verified through the System in the control room for the satisfaction of the security.
13. **All guests need to be fully vaccinated against COVID-19 and in possession of valid COVID-19 certificates.**

14. Hosts should accompany their guest(s) on campus

Entry Procedures

For all users/community and visitors staying on campus, entry procedures are further elaborated as follows:

A. Student's Guest

1. The concerned student shall come to the security office and deposit his/her Smart Card.
2. One guests shall be allowed per Smart Card.
3. The visitor will also deposit his/her original CNIC/driving license at the security office.
4. After confirmation, a visitor's pass shall be issued to the visitor by the security staff. The Visitor Pass must be worn at all times.
5. The visitor cannot enter classrooms/labs/hostels/library/Sports Complex/ discussion rooms.
6. The visitor will not be allowed to stay overnight on campus, without a prior approval from the Dean OSA.
7. The Visitor Pass will be returned to the issuing authority after signing out.
8. The visitor will park his/her vehicle at the visitor parking area only.
9. Any violation of campus policies committed by the student's guest will be deemed as a violation by the student. Appropriate disciplinary measures will be taken against the student. The right of having guests on campus may be revoked from the student.

B. Faculty Resident's Guests

Faculty residing on campus will inform the security control room at 2560, 2561 and 2562 for their guests' arrival through extension/email. If a guest arrives without intimation, the security control room shall inform the concerned faculty member for confirmation.

1. The visitor's identity will be checked as required and the valid CNIC may be kept with the vigilance in the control room.
2. The visitor can only enter after the security staff has entered his/her vehicle number and name in the visitor's log.
3. The visitor can stay the night on campus with the permission of the relevant faculty member in his/her apartment by providing information to the security office.
4. The visitor Pass will be returned to the issuing authority while signing out.
5. The visitor can park his/her vehicle only at the faculty residence parking area.
6. The visitor can only visit the concerned faculty apartment.
7. The visitor cannot visit the classrooms, hostels or any other official unauthorised place.

8. For unannounced guests, the security personnel will call the relevant faculty to confirm. However, if the relevant faculty member is not traceable, the guests will not be allowed entry.

C. Domestic Staff of Faculty Living on Campus

1. Domestic staff will need to be registered under their credentials at the security office.
2. Faculty members will share information with the security office of any new domestic staff. Meanwhile, in order to get a Domestic Staff Card, the staff will provide the following:
 - a. Two personal passport sized photographs
 - b. Copy of CNIC
 - c. Email/letter from the faculty member/guardian
3. A sum of PKR 20 will be charged for card-making at the security office.
4. If domestic staff's employment is terminated, an email to that effect will be sent to the security office for updating its record.
5. Domestic staff can meet their guests at the security office only.
6. Domestic staff cannot keep their relatives/guest inside campus for an overnight stay.

D. Delivery of goods to the Faculty Residents

The faculty residents will inform the security staff via telephone or email about the delivery of goods. If delivery of a good for the faculty residents is received at the main gate, the security staff will inform the concerned faculty resident immediately and guide the person.

E. Staff Guests

1. If a staff member is expecting a guest, he/she will need to inform the security office through an email.
2. The guest will deposit his/her original CNIC/driving license with the security office and will be issued a Visitor Pass.
3. The pass will need to be returned upon exit.
4. In case of official purposes, the visitor will visit only the specific office/place. Meanwhile, in personal capacity the guests can only be entertained in eateries. Therefore, if a guest is found in an unauthorised area, he/she will be immediately asked to report to the security office.

F. Participants at LUMS Events

The respective Society will provide the details of the event and list of participants to the security office at vigilance@lums.edu.pk through the Office of Co-Curricular Activities (CCA) sub unit of the Office of Student Affairs (OSA), two days prior to the event.

1. The participants will enter the designated venue only.
2. The participants are required to carry their original CNIC/driving license with them at all times.
3. The participants shall enter the campus one hour prior to the event and vacate the premises as soon as the event is over.
4. The participants will park their vehicles in the visitor's parking or the parking assigned for the event only.
5. Employee's guests shall enter LUMS during events on email request by the employee to the control room.
6. The employee shall be required to share the Name, CNIC and vehicle number along with the entry/exit time and date of the guest with the control room through email.

G. Vendors at Events

The following information is required at the security office by the procurement/concerned department or society one day prior to the event:

1. Name of Vendor
2. Details of vehicle including model and registration number
3. Expected time of entry
4. List of vendor's staff along with their (Original) CNICs
5. Detail of venue
6. Personnel without CNIC are not allowed to enter the campus

H. REDC Participants

The Rausing Executive Development Centre (REDC) course participants will get the REDC Parking Tag from the GAS department by submitting the following:

1. Copy of Smart Card
2. Copy of Registration Book
3. Copy of CNIC Vehicle Owner
4. Copy of Bank Challan
5. The participants will park their vehicles in the designated parking area only
6. While on campus, the programme participants should be in possession of the identity cards issued to them.

I. Guests Staying at REDC

1. The REDC office will share the list of guests staying at REDC with the security office.
2. REDC guests will visit only the designated areas.

J. Delivery of Food Courts and Shops

The relevant contractor of the food courts will inform the security staff about their delivery schedule one day prior to the delivery. The Contractor will also provide the following information:

1. Supplier/Company Name
2. Details of the vehicle
3. Expected Delivery Time
4. After delivery, the supplier will be restricted to the respective outlet or return to the main gate. In no case will he be allowed to visit unauthorised places.
5. Delivery can only be done within 8:00 am – 5:00 pm daily. However, special permission can be given to the outlets for emergency deliveries upon submission of a request by the owner at the security control room.

K. LUMS/Faculty Official Guests/Delegates

Schools/Departments regularly invite Guest Speakers and delegates from different companies, institutions and countries as well. For this, the following guidelines need to be followed:

1. The concerned department will inform the security office two days prior to the visit of official guest/delegate.
2. The following must be clearly mentioned in the email:
 - (a) Name of guest (s)
 - (b) Arrival date and time
 - (c) Accommodation (on campus/REDC or off campus)
 - (d) Name and mobile number of conducting officer of the concerned department
 - (e) Office/department being visited
 - (f) Mention route if campus is to be visited
3. Protocol/security elements with the official guest will be parked at the visitor parking area while the guest will be guided to the venue/office.

L. Alumni Entry and their Guests

1. Alumna/alumnus while entering the campus will show her/his issued original Smart Card.
2. One guest shall be allowed per Smart Card.
3. If either are accompanied with a guest, the alumni Smart Card and original CNIC/driving license of the guest will be deposited with the security office.
4. A visitor pass shall be issued to the guest and returned to the security office upon exit.
5. While entering the campus, the security guard at the 'in' gate will ensure that the authorised alumni sticker is pasted on the wind screen. The respective vehicle will be parked in the visitor parking area if it does not carry the sticker.
6. If the alumna/alumnus is not in possession of her/his Smart Card, she/he will report to the control room for her/his data verification through the System.

SECURITY ON HIGH ALERT

1. Every vehicle entering LUMS or any individual entering the campus will be checked thoroughly, and in case of any verification the individual can be asked to prove his/her identity in the control room.
2. In case of any incident, may it be of a minor nature, Director GAS, DM GAS and Security Officer will be informed immediately.
3. On suspicion, the security reserves the right to restrict the entry of any individual or a vehicle to the University.
4. The rights of admission are reserved.
5. Visitors are not allowed to possess/use/ supply or promote any sort of drugs, alcohol or other intoxicating substances inside the University. For further information refer to the Smoking, Alcohol & Drugs Abuse Policy 2022.
6. Visitors are not allowed to make/deliver hate speech on campus. For further information, refer to the Public Speech on Campus Policy.