


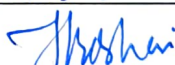

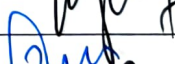



Policies & Procedures Manual

UIT University

Title of Policy	:	Parking and Allied Services
Revision Date (if any)	:	Not Applicable
Policy Area	:	Administration
Policy Number	:	UITU/P/ADMIN/047-V1

Approved by (Statutory Body/ Competent Authority)

Approval Date	:	20-Mar-2025	Effective Date	:	07-Apr-2025
Date of Issue	:	14-Apr-2025	Supersedes	:	Nil
Total Pages	:	05	Remarks	:	Nil

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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

Document Nature	Policy
Document ID	UITU/P/ADMIN/047-V1
Applicable to	Faculty Members, Staff, Students, Guests and Visitors
No. of Pages	5
Initiated by	Director HR and Administration
Reviewed by	Dean's Committee
Implementation	Administration

Title	Parking & Allied Services
Document Ver.	1.0
Applicability	07-Apr-2025
Supersedes	Nil
Initiated on	17-Sep-2024
Recommended on	18-Dec-2024
Monitoring	VC's Secretariat

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Preamble

A Car Parking Policy is a set of guidelines or rules that UIT University will follow to regulate the usage, allocation, and management of parking spaces under direct / indirect control within and outside the campus premises. The policy is developed to maintain discipline, bring fairness, ensure optimization of limited space, and provide safety and security in the parking areas.

Standing Order Procedures (SOPs)

The comprehensive SOPs for designated parking are as follows:

1. Parking Provision

There will be following designated parking within and outside the building for UIT University's faculty members, staff, students and visitors:

- 1.1. Inside the Campus Parking – ICP (Car and Motorcycle)
- 1.2. Motorcycle Street Parking – MSP (Adjacent to South West Wall)
- 1.3. Adjacent to Wall Parking – AWP (Car)
- 1.4. Under the Bridge Parking – UBP (Car and Motorcycle)

2. Eligibility & Allocation

The eligibility for different provisions of Parking is as follows:

2.1. Inside the Campus Parking (ICP)

2.1.1. Cars

- 2.1.1.1. Vice Chancellor
- 2.1.1.2. Provost
- 2.1.1.3. All Deans
- 2.1.1.4. All Chairpersons
- 2.1.1.5. All Directors

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- 2.1.1.6. All Professors
- 2.1.1.7. All Associate Professors
- 2.1.1.8. Invited / Visiting Guests (depending on the stature and program nature)
- 2.1.1.9. All other Faculty Members and Staff (on Saturdays)

2.1.2. Motorbikes

- 2.1.2.1. All above eligible for Cars
- 2.1.2.2. All Faculty Members
- 2.1.2.3. All Managers
- 2.1.2.4. All Officers
- 2.1.2.5. Invited / Visiting Guests (depending on the stature and program nature)
- 2.1.2.6. All other Faculty Members and Staff (on Saturdays)

2.2. Motorcycle Street Parking (MSP)

- 2.2.1. All Faculty Members
- 2.2.2. All Staff
- 2.2.3. All Students

2.3. Adjacent to Wall Parking (AWP)

- 2.3.1. Female Faculty Members
- 2.3.2. Female Staff
- 2.3.3. Invited / Visiting Guests
- 2.3.4. All Others Faculty Members / Staff (on Saturdays)

2.4. Under the Bridge Parking (UBP)

2.4.1. Cars

- 2.4.1.1. All Faculty Members
- 2.4.1.2. All Staff
- 2.4.1.3. Visitors

2.4.2. Motorbikes

- 2.4.2.1. All Staff
- 2.4.2.2. All Students
- 2.4.2.3. Visitors

3. Parking Rules

3.1. Inside the Campus Parking (ICP)

3.1.1. Cars

The following rules will be applicable to cars at ICP:

- 3.1.1.1. One parking slot for VC shall be reserved;
- 3.1.1.2. Other permitted may use parking slot on first-come-first-served basis;
- 3.1.1.3. In case of over parking, keys need to be delivered at the security entrance;
- 3.1.1.4. In case parking slots are full, then the vehicle will not be allowed to enter the campus premises;
- 3.1.1.5. The parking facilities can be used on weekdays i.e., Monday to Saturday from 7:00 am to 9:00 pm;

- 3.1.1.6. In case of using the parking facilities beyond the specified timings, permission will be required through a process;
- 3.1.1.7. In case of keeping a personal vehicle for more than a week, prescribed charges will be applicable;

3.1.2. Motorcycles

The following rules will be applicable to motorcycles at ICP:

- 3.1.2.1. There will be no reserved parking for anyone and parking slot will be used on first-come-first-served basis;
- 3.1.2.2. In case parking slots are full, then the motorcycle will not be allowed to enter the campus premises;
- 3.1.2.3. The parking facilities can be used on weekdays i.e., Monday to Saturday from 7:00 am to 9:00 pm;
- 3.1.2.4. In case of using the parking facilities beyond the specified timings, permission will be required through a process;
- 3.1.2.5. In case of keeping a personal motorcycle for more than a week, prescribed charges will be applicable;

3.2. Motorcycle Parking Street (MPS)

The following rules will be applicable to motorcycles at MPS:

- 3.2.1. There will be no reserved parking for anyone and parking slot will be used on first-come-first-served basis;
- 3.2.2. In case parking slots are full, then the motorcycle will not be allowed to enter to this street;
- 3.2.3. The parking facilities is available only on weekdays i.e., Monday to Saturday from 7:00 am to 7:00 pm;
- 3.2.4. The parking facility will be closed on Sundays unless it is opened for any event / function;

3.3. Adjacent to Wall Parking (AWP)

The following rules will be applicable to cars at AWP:

- 3.3.1. The vehicles allowed vide serial 2.3 will be issued parking permit / sticker through a process;
- 3.3.2. Those permitted may use parking slot on first-come-first-served basis;
- 3.3.3. Over parking is not allowed in this area;
- 3.3.4. In case parking slots are full, then the vehicle shall be parked at some other appropriate place at owner's choice;
- 3.3.5. The parking facilities can be used on weekdays i.e., Monday to Saturday from 7:00 am to 9:00 pm;
- 3.3.6. AWP eligible Faculty and Staff may use ICP from 6:00 to 9:00 pm;

3.4. Under the Bridge Parking (UBP)

3.4.1. Cars

The following rules will be applicable to cars at UBP:

- 3.4.1.1. Those permitted may use parking slot on first-come-first-served basis;
- 3.4.1.2. In case parking slots are full, then the vehicle shall be parked at some other appropriate place at owner's choice;
- 3.4.1.3. The parking facilities can be used on weekdays i.e., Monday to Saturday from 7:00 am to 9:00 pm;
- 3.4.1.4. UBP eligible Faculty and Staff may use ICP from 6:00 to 9:00 pm;

3.4.2. Motorcycles

The following rules will be applicable to motorcycles at UBP:

- 3.4.2.1. There will be no reserved parking for anyone and parking slot will be used on first-come-first-served basis;
- 3.4.2.2. In case parking slots are full, then the motorcycle will not be allowed to use UBP;
- 3.4.2.3. The parking facilities can be used on weekdays i.e., Monday to Saturday from 7:00 am to 7:00 pm;
- 3.4.2.4. No security presence will be available after 7:00 pm;

4. Accident

- 4.1. The Driver and / or Owner of the vehicle will be responsible in case of any accident at ICP, MSP, AWP and UBP;
- 4.2. The University will not be liable for any administrative action or financial compensation in case of accident;
- 4.3. The University will not become party to any accident of faculty / staff in the parking areas;
- 4.4. The University will own the responsibility only for those official vehicle which are driven officially by official drivers;

5. General Rules

- 5.1. The management of parking facilities will be the responsibility of University's Administration Department;
- 5.2. Parking is a privilege and not a right;
- 5.3. The regular stakeholders allowed vide serial 2.1 to 2.4 will be issued parking permit / sticker through a prescribed form / process;
- 5.4. Owners will be responsible to install necessary safety device / locks in their car and / or motorcycle;
- 5.5. The University's management reserves the right to suspend all designated parking for a specified time / period with proper notice to the stakeholders;
- 5.6. Maximum speed limit while parking is 5 km/hour at all the designated parking;
- 5.7. In no case, other person car and / or motorcycle shall be blocked;
- 5.8. Parking provision is available only for those bearing valid driving license and the University reserves the right to ask to produce license specially for parking at ICP;
- 5.9. Parking facilities shall be used at owner's risk;
- 5.10. In no case, the University will be responsible for damages / accidents within and outside the campus premises;
- 5.11. In all cases, cooperation is required with the security and guards on duty;
- 5.12. In case of non-compliance of this policy and rules the University reserves the right to:
 - 5.12.1. investigate,
 - 5.12.2. refer to the disciplinary committee,
 - 5.12.3. tow the vehicle,
 - 5.12.4. recover the loss;
 - 5.12.5. to revoke the parking privilege;
 - 5.12.6. to confiscate the vehicle;
 - 5.12.7. take any appropriate action as a penalty to ensure rules are strictly followed;
- 5.13. In case of any complaint, University's Administration department shall be contacted for necessary assistance;

----- End -----

Handwritten signature and date:
17/4/25