

APPLICATION FORM FOR VEHICLE STICKER

For Faculty, Staff, and Others

1. Name of applicant Prof./Dr. /Mr./ Ms.
2. Designation (Emp. Code)
3. Department/ Section
4. Address.....
5. (a) Driving License No Mobile No.....
- (b) Valid upto E-mail ID.....
6. Details of Vehicles:

SL No.	Vehicle Registration No.	Type (2/4Wheeler)	Make	Colour

7. Co-driver /Dependent Details (if any)

SL No.	Name	Relation	Driving license No. & Auth.

8. I undertake that while running the vehicle on the campus of the institute, I shall call for all the precautions as per the Rules of the Road (ROR), and shall deliver the vehicle pass/ sticker (s) to the Security Section, if the vehicle is sold out to any other person, or when the vehicle shall no longer be used on the campus; or when the period of validity shall have expired by efflux of time.

9. Following self-attested enclosures are required with this form: - (kindly put ☒ or ☐ in the below boxes)

- i. A Copy of the Registration Paper of the Vehicle
- ii. A Copy of the Insurance of the Vehicle
- iii. A Copy of a Valid Driving License

10. In case the vehicle is registered in the name of Father/Mother/Husband/Wife, an undertaking can be given with regard to the relationship with the vehicle owner.

Note: 1) Please mention the Serial No. of the old pass/ sticker (s) on the Top Right Corner of the Form.

(Signature of Applicant)

Recommended by Section I/C/Dean/HOD.

----- FOR OFFICE USE ONLY -----
(Pass No.....)
Security Office

TRAFFIC & PARKING RULES AND REGULATIONS

1. **No Sticker – No Entry:** Entry is not permitted without a valid vehicle sticker.
2. **Sticker Placement:** Place the sticker on the left side of the windshield (for four-wheelers) or a visible location at the front (for two-wheelers). *Tampering will result in penalties.*
3. **Security Checks:** Present your ID card at the Main Entrance. You must allow the security to inspect your vehicle by rolling down windows and opening doors/trunk if necessary.
4. **License Plate:** Ensure your vehicle has a valid and clearly visible license plate.
5. **Prohibited Vehicles:** Commercial, heavily tinted, smoke-belching, or loud vehicles may not be allowed on campus.
6. **Traffic Flow & Obstruction:** Follow all road signs and security instructions. Do not block traffic, pathways, or emergency routes.
7. **Noise & Reckless Driving:** Excessive noise (e.g., honking, loud music) and reckless driving are prohibited.
8. **Wheel Clamping:** Vehicles parked illegally or with excessive violations may be wheel-clamped.
9. **Disciplinary Action:** Repeated rule violations may result in disciplinary action as per the institute's rules, including parking privileges revocation.
10. **Loss/Damage:** The Institute is not responsible for any loss, theft, or damage to vehicles or their contents (including force majeure, accidents, or deliberate damage by others).
11. **Reporting Changes:** Inform the issuing authority immediately of any changes to vehicle ownership, license plate, or affiliation.
12. **Helmet Requirement:** Helmets are mandatory for two-wheeler riders. No entry without a helmet. No movement inside the campus without helmets.
13. **Speed Limit:** Adhere to the **30 km/h** speed limit.
14. **Damage or Injury:** Vehicles causing damage or injury will have their parking permits suspended during the investigation.
15. **Proper Parking:** Park only in designated zones. Unauthorized parking will result in penalties.
16. **Valuables:** Do not leave valuables inside your vehicle. The Institute is not liable for theft.
17. **Engine Idling:** Turn off your engine once parked. Idling is discouraged.
18. **Vehicle Noise:** Unnecessary noise from vehicles (alarms, stereos) is prohibited.
19. **Reckless or Wrong-Side Driving for vehicles and tripling in two-wheelers:** Reckless driving or wrong-side driving for vehicles and tripling in two-wheelers is strictly prohibited.
20. **Overnight Parking:** Employees may not park overnight unless authorized by Security, except in the residential area.

Acknowledgment

I have read and understood the above Traffic & Parking Rules. I agree to comply, knowing that any violation may lead to the revocation of parking privileges and further disciplinary actions.

Date: _____

Signature: _____