

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

Administrative Notification No. RGNAU/029/2026 Dated 15th May 2026

Subject: Guidelines for Entry/Access of University Campus and Hostel/Residential area for Visitors, Delivery Personnel, House Helpers, Contractors and Other Categories of Persons.

In order to strengthen safety and security of **University Campus and Hostel/Residential area** (hereinafter referred to as "**University Area**") and to regulate movement of non-residential personnel, and also to ensure discipline and smooth functioning of the University Area, the following "Guidelines" shall be implemented with immediate effect:

1. Applicability

These guidelines shall apply to the following categories of persons entering the University Campus and Hostel/Residential area:

- (i) Visitors/Guests.
- (ii) Parents/Guardians.
- (iii) Online Delivery Personnel.
- (iv) House Helpers/Domestic Workers.
- (v) Contractors and Contract Labour.
- (vi) Vendors/Suppliers.
- (vii) Service Personnel/Technicians.
- (viii) Drivers and Cab Operators.
- (ix) Any other temporary entrant to the campus.

2. General Entry Rules:

- 2.1. All persons entering the University area shall be subjected to security checks at the University/Hostel Approach Gate.
- 2.2. Entry shall be permitted only after verification of identity and purpose of visit.
- 2.3. Security Staff may deny entry to any person found suspicious, intoxicated, or behaving in an unruly manner.
- 2.4. Carrying of weapons, intoxicants, narcotic substances, fireworks, or any prohibited items inside the campus is strictly prohibited.
- 2.5. Photography/Videography inside the campus shall not be permitted without prior approval of the Competent Authority.
- 2.6. All entrants shall comply with instructions issued by the Security Staff and University Authorities.
- 2.7. Entry to hostels, academic buildings, residential areas, and other restricted areas shall be regulated as per the University rules.
- 2.8. A speed limit of 30 kms./hrs. shall be strictly enforced inside the campus. Vehicles found violating the speed limit may be stopped/seized.

3. Entry/Exit Procedure for Visitors and Guests:

3.1. Entry Process

- a) Visitors shall report at the University/Hostel Approach Gate Security Post.
- b) Visitors shall produce valid Government-issued photo identity proof/Aadhaar Card.

- c) Visitor details shall be recorded in the Visitor Register/Digital Entry System.
- d) The concerned faculty member/staff/student shall be contacted for confirmation.
- e) A Visitor Pass shall be issued after due confirmation.

3.2. Visitor Restrictions

- a) Visitors shall remain only within authorized area(s).
- b) Entry to Hostel premises shall be regulated as per Hostel Rules.
- c) Visitors shall leave the campus before the end of prescribed visiting hours.
- d) Overnight stay of visitors shall not be permitted without prior approval of the Competent Authority.

4. Procedure for Parents/Guardians

- 4.1. Parents/Guardians visiting Hostel to meet students shall follow the prescribed visitor entry procedure.
- 4.2. Entry to Hostel premises shall be permitted only during notified visiting hours.
- 4.3. Parents/guardians may be required to meet students in designated visitor areas only.

5. Procedure for Online Delivery Personnel

5.1. General Conditions

- a) Online delivery personnel (food, courier, parcel, grocery, etc.) shall not be allowed unrestricted movement inside the University/Hostel/Residential campus/area.
- b) Delivery personnel shall wear company-issued jacket and identity card while entering the campus.
- c) Delivery personnel shall strictly follow the prescribed speed limit of 30 km/hr inside the campus.
- d) Entry shall not be permitted to personnel violating traffic, safety, or security guidelines.

5.2. Delivery Process

- a) Deliveries shall preferably be handed over at designated delivery points near the Hostel/Gate area.
- b) Students/Staff shall collect deliveries personally from the designated point(s).
- c) Delivery personnel shall not enter Hostels, Academic Buildings, or other restricted areas without special permission.
- d) Delivery personnel may visit Residential flats only after confirmation by the concerned resident.

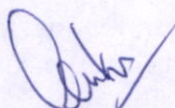
5.3. Restrictions

- a) Delivery personnel shall not loiter inside the campus.
- b) Any misconduct or violation of security instructions may lead to denial of entry inside the University.

6. Procedure for House Helpers/Domestic Workers

6.1. Registration

- a) Domestic helpers engaged by residents of staff quarters shall be registered with the Security Section.
- b) The engaging resident shall submit the following documents:
 - ✓ Copy of Aadhaar Card/valid identity proof
 - ✓ Recent photograph
 - ✓ Mobile number
 - ✓ Residential address



- ✓ Police Verification report, wherever applicable, is to be carried out by the resident.

6.2. Entry Rules

- a) Temporary paper permission may initially be granted for a period of three months.
- b) Entry shall thereafter be permitted only after issuance of an Entry Pass/Domestic Card.
- c) Entry shall be restricted to approved timings only.
- d) Helpers shall proceed only to the residence where they are engaged.

6.3. Responsibility

- a) The concerned resident shall be responsible for the conduct and activities of the helper inside the campus.
- b) The University reserves the right to cancel entry permission in case of misconduct or violation of rules.

7. Procedure for Contractors and Contract Labour

7.1. Contractor Responsibilities

- a) Contractors shall submit the list of workers engaged for University work to the Security Section through the concerned Department/School/Section/Office/Unit before commencement of work.
- b) The following documents shall be required:
 - ✓ ID proof of workers
 - ✓ Photographs
 - ✓ Labour licence/authorization documents
 - ✓ Police verification, wherever required.

7.2. Entry Process

- a) Temporary Work Passes/ID Cards shall be issued to authorized workers.
- b) Workers shall enter only through designated gates.
- c) Materials carried inside/outside the campus shall be checked by Security Staff.

7.3. Conduct and Safety

- a) Contractors shall ensure discipline and proper conduct of workers.
- b) Workers shall wear proper identification and safety equipment while on duty.
- c) Work shall be carried out only during approved timings unless special permission is granted.

7.4. Restrictions

- a) Workers shall not access unauthorized or restricted areas.
- b) Consumption of alcohol, tobacco, narcotic substances, or any prohibited items inside the campus is strictly prohibited.

8. Procedure for Vendors, Suppliers and Service Personnel

- 8.1. Vendors/suppliers/service technicians shall produce valid work order, delivery challan, or authorization letter.
- 8.2. Entry shall be permitted after verification by the concerned department/section.
- 8.3. Movement of materials shall be recorded at the gate.
- 8.4. Security Staff may inspect vehicles, equipment, and goods at entry and exit points.

9. Vehicle Entry Regulations

- 9.1. Vehicles entering the campus may be checked by Security Staff.

- 9.2. Visitor vehicles shall be parked only in designated parking areas.
- 9.3. Over-speeding, unnecessary honking, rash driving, and unsafe driving practices inside the campus are prohibited.
- 9.4. Commercial vehicles shall be permitted entry only for authorized work/delivery purposes.

10. Restricted Entry Timings

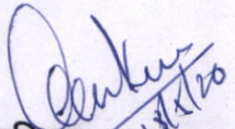
- 10.1. Entry of non-residents may be restricted after prescribed hours.
- 10.2. Security Staff may deny entry during emergencies, special events, or heightened security alerts.
- 10.3. Movement inside the campus after notified timings may require special permission from the Competent Authority.

11. Security personnel are authorized to regulate entry/exit and conduct security checks. They shall report any violations to University Authorities. Any person violating these procedures may be:

- ✓ Denied entry into the campus.
- ✓ Removed from the campus premises.
- ✓ Subject to cancellation of entry passes/permissions.
- ✓ Liable for disciplinary and/or legal action, wherever applicable.

12. The University Administration reserves the right to interpret, amend, modify, or withdraw any provision of this notification at any time in the interest of campus safety, security, and administrative requirements.

This issues with the approval of the Competent Authority.


कुलसचिव/Registrar

UNIVERSITY/HOSTEL NOTICE BOARD

To,

- 1) All Deans/Heads/Coordinators of the Departments/Schools/Sections/Units
- 2) Finance Officer
- 3) Controller of Examinations
- 4) Librarian (Officiating)
- 5) All Deputy Registrars
- 6) Deputy Registrar (Meeting) – to report it to the Executive Council in its next meeting.
- 7) Officer on Special Duty (AAE&HR)
- 8) Warden, RGNAU Hostel
- 9) System Analyst – please upload it on the University website.
- 10) Hindi Officer
- 11) Medical Officer
- 12) Security Officer
- 13) PS to the Vice Chancellor
- 14) PS to the Registrar
- 15) Office Order File