

POLICY– VEHICLE STICKERS/E-TAG AND PARKING

(UPDATED IN AUG 2026)

INTRODUCTION

Security Department has been assigned the responsibility of Traffic Management and Security Management within the premises of Aitchison College. Security Staff is making all efforts for smooth flow of traffic. Moreover, cooperation from parents/drivers is vital for smooth flow of traffic, not only entering college but for other traffic as well. Security Staff has the right to deny access to drivers/parents for not following the College Policy. The route/parking areas mentioned in Annexure A will be strictly observed.

IMPORTANT NOTE:

1. Due to Security reasons, pick & drop of children is only allowed inside the College premises.
2. Parking of vehicles within college premises is not allowed except only during papers, TPM and other official functions.
3. Parents/drivers must follow the speed limit of 20-30 KMPH within the college premises.
4. Gates will be opened 40 minutes before school timing.
5. Late arrivals will not be entertained.
6. College management has introduced compulsory games period after classes. Parents are requested to come yourself or send your drivers accordingly due to paucity of parking places available to avoid any rush or inconvenience.

OUTLINE SOP

This SOP is divided into 7 parts as mentioned below which are self-explanatory to facilitate parents to read concerned part for better understanding and following for smooth and better traffic management. Moreover, it is observed that parents/drivers visit security office many a time to get information about different requirements needed by security office. This SOP will be guideline for parents who can visit or send their drivers after reading said SOP with full required documents which will not only save parent's precious time from visiting again and again but also save time of security staff to perform their tasks better.

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| 1. Entry from Canal Gate | Annexure A |
| 2. Entry from Principal's Lane Gate | Annexure B |
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| 4. Vehicles with Car Pool Stickers | Annexure D |
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APPOINTMENTS WITH THE PRINCIPAL: Parents having appointments with the Principal will enter through the Monnoo Sundardas Gate on Sundardas Road and park at Round About.

This SOP is guideline for better management of traffic. Security Staff make all endeavors to implement SOP in vogue. Parents/drivers are expected to cooperate with security staff and refrain from indulging into un-necessary discussion with security staff particularly during rush timings of pick/drop. However, suggestions / queries are welcomed from parents by visiting security office or through E-Mail at so@aitchison.edu.pk

Best Regards
Security Department

CANAL GATE – JUNIOR SCHOOL

GENERAL

Traffic Management on Canal Road and Sundardas Road is not in the jurisdiction/ responsibility of Security Department. However, Security Staff is employed as goodwill gesture to facilitate drivers/parents while entering the College premises.

ENTRY DISCIPLINE

1. Drivers/parents should enter the College by making **Four Lanes** only to avoid traffic congestion besides facilitating other vehicles plied on the Canal Road.
2. Drivers/parents should not change lanes frequently while approaching the entry points/gates.
3. For security purposes, parents should ensure that un-necessary persons including servant/armed security guard should not accompany students to college for pick/drop. It is desired that only parents/drivers or elderly member of family should accompany students to College for pick/drop.
4. Parents/driver must always be in possession of E-Tag card issued to each student, coming to drop children.
5. Parents/drivers coming on vehicles without Stickers/E-Tag must show student E-Tag card to security staff for entering data of student. Moreover, parents/driver will deposit his/her CNIC at the entry gate. After exiting, the parent/driver will collect his CNIC from the same gate.
5. Parents are advised not to use vehicles with papers on the glass or tinted glasses. However, if a vehicle is being used for security purposes then that vehicle will enter the College by lowering its window panes for observation. Moreover, Vehicles with removable sun shields be removed while entering College premises for observation.
6. Parents/drivers coming to drop students on Bike be advised to remove their helmets while entering college for the purpose of recognition/CCTV recording.
7. Security vehicle with armed guards or protocol vehicle accompanying student vehicle is not allowed to enter college. These vehicles should remain outside college and can accompany/follow student's vehicle after exiting.

DRIVING DISCIPLINE

1. Parents/drivers must follow the speed limit of 20-30 KMPH within the college premises.
2. Parents/drivers should refrain to play deck/music in vehicles on high volume in college premises.
3. No Horn honking within the college. It is advised to be patient and apply brakes then to create un-wanted noises/noise pollution.
4. Parents/drivers should avoid talking on cell phone while driving in College premises.
5. Parents/Students should not accompany/bring pets in the college premises.
6. Students or under-aged children are prohibited to drive vehicles in the College premises.

PICK/DROP DISCIPLINE

1. Parents should follow the schedule of pick up time posted on parent's portal to avoid inconvenience / rush which will also be a help for security department to manage traffic better.
2. School bags of students be placed inside vehicles instead of boot/trunk while coming to drop in the morning to save time.

3. **During morning**, all vehicles to drop students by making Two Lanes on the left side of Junior School Road while leaving Third Lane to facilitate other vehicles to exit. It is advised to use left side doors of vehicles to avoid accident/other traffic.
4. **During pick up time**, vehicles are parked one Lane each on both sides of Junior School Road while leaving passage in center for vehicles going to exit. It is suggested to use left/right side doors of vehicles accordingly to avoid any untoward incident or hindering other moving traffic.

PARKING DISCIPLINE

1. Parking place is available on first come basis.
2. Park at your own risk in specified parking areas mentioned in Annexure G
3. Driver/parents coming earlier should park their vehicles in Junior School Parking near the riding area and after filling up of parking. They will park one Lane each on both side of road while leaving passage in center for vehicles to exit.
4. Parents are requested to ensure that their drivers remain with their vehicles during parking time, in the parking area, and are expected to observe appropriate decorum.
5. Vehicles found without their drivers are liable to be towed out of the College at the owner's risk and cost.
6. Sometimes, vehicles get break down due to which parents/driver leave the vehicle in college premises till their car mechanic comes to repair. Parents/drivers are advised that they should inform security staff about leaving of vehicle in college premise beside must share the data of driver/mechanic so that their entry can be facilitated and allowing them to take the vehicle out of college after repair.

ROAD CROSSING DISCIPLINE

1. There is brick path along Junior School Road for pedestrians with specified places to cross the road but parents/drivers do not follow which is not only hazardous but cause traffic blockage/congestion. It is advised to use brick path along Junior School Road and cross road from the specified places for smooth flow of traffic.

FEW SALIENT POINTS

1. Escort Vehicle, Protocol Vehicle or Armed Guards and display of Weapon is strictly forbidden in college premises, otherwise strict disciplinary action will be taken.
2. The College premises are strictly "NO SMOKING".
3. Parents should send lunch along with students in the morning. Afterwards, dropping of any eatables are not accepted through drivers. However, parents can visit themselves to drop eatable at school office with prior permission/coordination with concerned school.
4. All sorts of Energy/Fizzy drinks are strictly prohibited in college premises. Parents visiting students/boarders should refrain from bringing these drinks.
5. Once student has entered college premises, students cannot be taken along by parents/drivers without gate pass obtained from concerned school.

PRINCIPAL'S LANE GATE - PREP SCHOOL

GENERAL

Traffic Management on Canal Road and Sundardas Road is not in the jurisdiction/ responsibility of Security Department. However, Security Staff is employed as goodwill gesture to facilitate drivers/parents while entering the College premises.

ENTRY DISCIPLINE

1. Drivers/parents should enter the College by making **Two Lanes** only to avoid traffic congestion besides facilitating other vehicles plied on the Sundardas Road.
2. Drivers/parents should not change lanes frequently while approaching the entry points/gates.
3. For security purposes, parents should ensure that un-necessary persons including servant/armed security guard should not accompany students to college for pick/drop. It is desired that only parents/drivers or elderly member of family should accompany students to College for pick/drop.
4. Parents/driver must always be in possession of E-Tag card issued to each student, coming to drop children.
5. Parents/drivers coming on vehicles without Stickers/E-Tag must show student E-Tag card to security staff for entering data of student. Moreover, parents/driver will deposit his/her CNIC at the entry gate. After exiting, the parent/driver will collect his CNIC from the same gate.
6. Parents are advised not to use vehicles with papers on the glass or tinted glasses. However, if a vehicle is being used for security purposes then that vehicle will enter the College by lowering its window panes for observation. Moreover, Vehicles with removable sun shields be removed while entering College premises for observation.
7. Parents/drivers coming to drop students on Bike be advised to remove their helmets while entering college for the purpose of recognition/CCTV recording.
8. Security vehicle with armed guards or protocol vehicle accompanying student vehicle is not allowed to enter college. These vehicles should remain outside college and can accompany/follow student's vehicle after exiting.

DRIVING DISCIPLINE

1. Parents/drivers must follow the speed limit of 20-30 KMPH within the college premises.
2. Parents/drivers should refrain to play deck/music in vehicles on high volume in college premises.
3. No Horn honking within the college. It is advised to be patient and apply brakes then to create un-wanted noises/noise pollution.
4. Parents/drivers should avoid talking on cell phone while driving in College premises.
5. Parents/Students should not accompany/bring pets in the college premises.

Driving by students/boys

6. Students or under-aged children are prohibited to drive vehicles in the College premises.
7. Students/boys are not allowed to drive vehicles in college premises even accompanied by parents/drivers.
8. Students/boys (in possession of valid driving license) are not allowed to bring Bike or vehicles driven by them in college premises.

PICK/DROP DISCIPLINE

1. All vehicles will drop students of Prep School at Water Tank only.
2. Parents should follow the schedule of pick up time posted on parent's portal to avoid inconvenience / rush which will also be a help for security department to manage traffic better.
3. School bags of students be placed inside vehicles instead of boot/trunk while coming to drop in the morning to save time.
4. It is suggested to use left/right side doors of vehicles accordingly to avoid any untoward incident or hindering other moving traffic.

PARKING DISCIPLINE

1. Parking place is available on first come basis.
2. Park at your own risk in specified parking areas mentioned in Annexure G
3. Parents/drivers coming earlier can park at Water Tank or Stable Area. Later on, vehicles will be parked at Old Tree Parking and the last vehicles will be parked in Two Lanes along the left side of road while leaving the Third Lane for other vehicles to exit.
4. Parents are requested to ensure that their drivers remain with their vehicles during parking time, in the parking area, and are expected to observe appropriate decorum.
5. Vehicles found without their drivers are liable to be towed out of the College at the owner's risk and cost.
6. Sometimes, vehicles get break down due to which parents/driver leave the vehicle in college premises till their car mechanic comes to repair. Parents/drivers are advised that they should inform security staff about leaving of vehicle in college premise beside must share the data of driver/mechanic so that their entry can be facilitated and allowing them to take the vehicle out of college after repair.

ROAD CROSSING DISCIPLINE

1. Road cross places have been marked. Parents/drivers are advised to cross road from specified places to avoid any untoward incident besides causing blockage of traffic.

FEW SALIENT POINTS

1. Escort Vehicle, Protocol Vehicle or Armed Guards and display of Weapon is strictly forbidden in college premises, otherwise strict disciplinary action will be taken.
2. The College premises are strictly "NO SMOKING".
3. Parents should send lunch along with students in the morning. Afterwards, dropping of any eatables are not accepted through drivers. However, parents can visit themselves to drop eatable at school office with prior permission/coordination with concerned school.
4. All sorts of Energy/Fizzy drinks are strictly prohibited in college premises. Parents visiting students/boarders should refrain from bringing these drinks.
5. Once student has entered college premises, students cannot be taken along by parents / drivers without gate pass obtained from concerned school.

SUNDARDAS GATE- SENIOR SCHOOL

GENERAL

Traffic Management on Canal Road and Sundardas Road is not in the jurisdiction/ responsibility of Security Department. However, Security Staff is employed as goodwill gesture to facilitate drivers/parents while entering the College premises.

ENTRY DISCIPLINE

1. Drivers/parents should enter the College by making **Two Lanes** only to avoid traffic congestion besides facilitating other vehicles plied on the Sundardas Road.
2. Drivers/parents should not change lanes frequently while approaching the entry points/gates.
3. For security purposes, parents should ensure that un-necessary persons including servant/armed security guard should not accompany students to college for pick/drop. It is desired that only parents/drivers or elderly member of family should accompany students to College for pick/drop.
4. Parents/driver must always be in possession of E-Tag card issued to each student, coming to drop children.
5. Parents/drivers coming on vehicles without Stickers/E-Tag must show student E-Tag card to security staff for entering data of student. Moreover, parents/driver will deposit his/her CNIC at the entry gate. After exiting, the parent/driver will collect his CNIC from the same gate.
6. Parents are advised not to use vehicles with papers on the glass or tinted glasses. However, if a vehicle is being used for security purposes then that vehicle will enter the College by lowering its window panes for observation. Moreover, Vehicles with removable sun shields be removed while entering College premises for observation.
7. Parents/drivers coming to drop students on Bike be advised to remove their helmets while entering college for the purpose of recognition/CCTV recording.
8. Security vehicle with armed guards or protocol vehicle accompanying student vehicle is not allowed to enter college. These vehicles should remain outside college and accompany/follow student's vehicle after exiting.

DRIVING DISCIPLINE

1. Parents/drivers must follow the speed limit of 20-30 KMPH within the college premises.
2. Parents/drivers should refrain to play deck/music in vehicles on high volume in college premises.
3. No Horn honking within the college. It is advised to be patient and apply brakes then to create un-wanted noises/noise pollution.
4. Parents/drivers should avoid talking on cell phone while driving in College premises.
5. Parents/Students should not accompany/bring pets in the college premises.

Driving by students/boys

6. Students or under-aged children are prohibited to drive vehicles in the College premises.
7. Students/boys are not allowed to drive vehicles in college premises even accompanied by parents/drivers.

8. Students/boys (in possession of valid driving license) are not allowed to bring Bike or vehicles driven by them in college premises.

PICK/DROP DISCIPLINE

1. Parents should follow the schedule of pick up time posted on parent's portal to avoid inconvenience / rush which will also be a help for security department to manage traffic better.
2. School bags of students be placed inside vehicles instead of boot/trunk while coming to drop in the morning to save time.

PARKING DISCIPLINE

1. Parking place is available on first come basis.
2. Park at your own risk in specified parking areas mentioned in Annexure G
3. Driver/parents coming earlier should park their vehicles at Roundabout Parking after filling up of parking, they will park in Sundardas Parking and lastly vehicles can be parked on Jillani Road from Roundabout turn till Principal's Lane gate chowk.
4. Parents are requested to ensure that their drivers remain with their vehicles during parking time, in the parking area, and are expected to observe appropriate decorum.
5. Vehicles found without their drivers are liable to be towed out of the College at the owner's risk and cost.
6. Sometimes, vehicles get break down due to which parents/driver leave the vehicle in college premises till their car mechanic comes to repair. Parents/drivers are advised that they should inform security staff about leaving of vehicle in college premise beside must share the data of driver/mechanic so that their entry can be facilitated and allowing them to take the vehicle out of college after repair.

ROAD CROSSING DISCIPLINE

1. Road cross places have been marked. Parents/drivers are advised to cross road from specified places to avoid any untoward incident besides causing blockage of traffic.

FEW SALIENT POINTS

1. Escort Vehicle, Protocol Vehicle or Armed Guards and display of Weapon is strictly forbidden in college premises, otherwise strict disciplinary action will be taken.
2. The College premises are strictly "NO SMOKING".
3. Parents should send lunch along with students in the morning. Afterwards, dropping of any eatables are not accepted through drivers. However, parents can visit themselves to drop eatable at school office with prior permission/coordination with concerned school.
4. All sorts of Energy/Fizzy drinks are strictly prohibited in college premises. Parents visiting students/boarders should refrain from bringing these drinks.
5. Once student has entered college premises, students cannot be taken along by parents / drivers without gate pass obtained from concerned school.
6. Vehicles entering to pick/drop students will park at Round About or Sundardas Gate Parking.

VEHICLES WITH CAR POOL SCHOOLS STICKERS

GENERAL

1. Traffic Management on Canal Road and Sundardas Road is not in the jurisdiction/ responsibility of Security Department. However, Security Staff is employed as goodwill gesture to facilitate drivers/parents while entering the College premises.
2. Car Pool School Stickers/E-Tags are allowed for two/more real brothers/ cousins/neighbors or acquaintances studying in one/different schools at Aitchison College.
3. Car Pool stickers will be issued to students after receiving mail from parents of students coming together.

ENTRY DISCIPLINE

1. Drivers/parents should enter the College by making **Four Lanes or Two Lanes** only to avoid traffic congestion besides facilitating other vehicles plied on the Canal Road and Sundardas Road respectively.
3. Drivers/parents should not change lanes frequently while approaching the entry points/gates.
4. School bags of students be placed inside vehicles instead of boot/trunk while coming to drop in the morning to save time.
5. Parents are advised to use car door which is not causing hindrance to other moving vehicles besides for the safety of students.
6. Parents/driver must always be in possession of E-Tag card issued to each student, coming to drop children.
7. Parents/drivers coming on vehicles without Stickers/E-Tag must show student E-Tag card to security staff for entering data of student. Moreover, parents/driver will deposit his/her CNIC at the entry gate. After exiting, the parent/driver will collect his CNIC from the same gate.
8. Sometimes, vehicles get break down due to which parents/driver leave the vehicle in college premises till their car mechanic comes to repair. Parents/drivers are advised that they should inform security staff about leaving of vehicle in college premise beside must share the data of driver/mechanic so that their entry can be facilitated and allowing them to take the vehicle out of college after repair.
9. No security vehicle with armed guards or protocol vehicle accompanying student vehicle is allowed to enter college. These vehicles should remain outside college and accompany/follow student's vehicle after exiting.

10. **Car Pool Stickers for Junior and Prep School,**
 - a. **Drop Time – Entry Canal Gate:** Parents/drivers should enter from Canal Gate, drop students of Junior School in prescribed drop off point as specified for classes and then drop students of Prep School near brick track leading towards PS and exit from Maratab Ali Gate on Mall Road.
 - b. **Drop Time – Entry Canal Gate:** Parents/drivers should enter from Canal Gate and park vehicles near Gwyn House Chowk and go on foot to pick Junior School students from prescribed pick up point as specified for classes and move to Old Tree Parking. Pick student from Water Tank/Prep School and exit from Maratab Ali Gate on Mall Road.
11. **Car Pool Stickers for Junior and Senior School,**
 - a. **Drop Time – Entry Sundardas Gate:** Parents/drivers should enter from Sundardas Gate, drop students of Senior School in prescribed drop off point/Roundabout and then drop students of Junior School by following Jillani Road till Junior School and exit from Maratab Ali Gate on Mall Road.
 - b. **Drop Time – Entry Canal Gate:** Parents/drivers should enter from Canal Gate, pick students of Junior School on foot by parking vehicle at Gwyn House Chowk and then follow the Jillani road to pick students of Senior School from roundabout/Sundardas parking and exit from New Flats Gate.
12. **Car Pool Stickers for Prep and Senior School.**
 - a. **Drop Time – Entry Sundardas Gate:** Parents/drivers should enter from Sundardas Gate, drop students of Senior School at/near Roundabout and then follow Jillani road to drop students of Prep School at Water Tank and exit from JS Babar Ali Gate Mall Road.
 - b. **Pick up Time – Entry Sundardas Gate:** Senior School students be picked up from Roundabout and Prep School student be picked from water Tank then and exit from JS Babar Ali Gate on Mall Road.

DRIVING DISCIPLINE

1. Parents/drivers must follow the speed limit of 20-30 KMPH within the college premises.
2. Parents/drivers should refrain to play deck/music in vehicles on high volume in college premises.
3. No Horn honking within the college. It is advised to be patient and apply brakes then to create un-wanted noises/noise pollution.
4. Parents/drivers should avoid talking on cell phone while driving in College premises.
5. Parents/Students should not accompany/bring pets in the college premises.

Driving by students/boys

6. Students or under-aged children are prohibited to drive vehicles in the College premises.
7. Students/boys are not allowed to drive vehicles in college premises even accompanied by parents/drivers.
8. Students/boys (in possession of valid driving license) are not allowed to bring Bike or vehicles driven by them in college premises.

PICK/DROP DISCIPLINE

1. Parents should follow the schedule of pick up time posted on parent's portal to avoid inconvenience / rush which will also be a help for security department to manage traffic better.

2. School bags of students be placed inside vehicles instead of boot/trunk while coming to drop in the morning to save time.

PARKING DISCIPLINE

1. Parking place is available on first come basis.
2. Park at your own risk in specified parking areas mentioned in Annexure A
3. **For JS:** Driver/parents coming earlier should park their vehicles in Junior School Parking near the riding area and after filling up of parking. They will park one Lane each on both side of road while leaving passage in center for vehicles to exit.
4. **For PS:** Parents/drivers coming earlier can park at Water Tank or Stable Area. Later on, vehicles will be parked at Old Tree Parking and the last vehicles will be parked in Two Lanes along the left side of road while leaving the Third Lane for other vehicles to exit.
5. **For SS:** Driver/parents coming earlier should park their vehicles at Roundabout Parking after filling up of parking, they will park in Sundardas Parking and lastly vehicles can be parked on Jillani Road from Roundabout turn till Principal's Lane gate chowk.
6. Parents are requested to ensure that their drivers remain with their vehicles during parking time, in the parking area, and are expected to observe appropriate decorum.
7. Vehicles found without their drivers are liable to be towed out of the College at the owner's risk and cost.
8. Sometimes, vehicles get break down due to which parents/driver leave the vehicle in college premises till their car mechanic comes to repair. Parents/drivers are advised that they should inform security staff about leaving of vehicle in college premise beside must share the data of driver/mechanic so that their entry can be facilitated and allowing them to take the vehicle out of college after repair.

ROAD CROSSING DICIPLINE

1. Road cross places have been marked. Parents/drivers are advised to cross road from specified places to avoid any untoward incident besides causing blockage of traffic.

FEW SALIENT POINTS

1. Escort Vehicle, Protocol Vehicle or Armed Guards and display of Weapon is strictly forbidden in college premises, otherwise strict disciplinary action will be taken.
2. The College premises are strictly "NO SMOKING".
3. Parents should send lunch along with students in the morning. Afterwards, dropping of any eatables are not accepted through drivers. However, parents can visit themselves to drop eatable at school office with prior permission/coordination with concerned school.
4. All sorts of Energy/Fizzy drinks are strictly prohibited in college premises. Parents visiting students/boarders should refrain from bringing these drinks.
5. Once student has entered college premises, students cannot be taken along by parents / drivers without gate pass obtained from concerned school.
6. Vehicles entering to pick/drop students will park at Round About or Sundardas Gate Parking.

ISSUANCE AND REPLACEMENT OF STICKERS/E –TAGs

GENERAL POINTS:

1. **Payment for the stickers will be made through the student's bill. It may be noted that Security Staff is not allowed to receive cash payment for Stickers/E-Tags.**
2. The College is continuing with the policy of restricting vehicles entry to official vehicles with College Stickers/E-Tag only. The cooperation of parents is vital, which will also go a long way to improve safety for boys, faculty and residents in the College premises.
3. Issuance of Vehicles Stickers/E-Tags for the new academic year will be intimated through Principal's News Letter accompanied with Result Card of student on yearly basis or through college SMS service.
4. All students are issued with Vehicles Stickers/E-Tags at the time of admission. E-Tag is renewed on annual basis, however, stickers are replaced annually before start of new academic session.

NEW ADMISSION:

DAY BOYS

1. New admissions and those who do not have the website facility may contact the Security Office for issuance of Vehicle Stickers/E-Tags. However, parents should visit themselves at the time of first issue along with the college letter bearing issuance of school number to the student.
2. Parents who get access to website may follow the procedure mentioned in subsequent paras.

BOARDERS

1. Newly admitted Boarders will be issued with Boarding House Stickers only which will also be replaced on annual basis at the start of new session.

ISSUANCE OF STICKERS/E-TAGs:

1. During August every year, new session E-Tag/Stickers are issued.

2. Parents should approach College's Security Office by E-Mail through parent's portal for issuance/replacement of Stickers/E-Tags using College Website www.aitchison.edu.pk before visiting college to avoid any inconvenience.

REPLACEMENT:

1. Students of M2 Class will be issued with Prep School Stickers. However, once they reach Senior School as Pre-C1, they will be issued with Senior School Vehicle Stickers. Parents are advised to get stickers replaced accordingly.
2. Old Stickers/E-Tags are not to be disposed of by the parents / drivers themselves.
3. Old Stickers/E-Tags are the property of college and are to be deposited back with Security Office only then new Stickers/E-Tags will be issued to new vehicle. In this regard, a written application along with copy of CNIC of parent be furnished for replacement.
4. Stickers can be collected thereafter on any working day from the Security Office during office hours.
5. Due to security reasons, the Stickers/E-Tag will be pasted by the Security Staff inside the top left hand corner of the front windscreen and rear screen of the vehicle and thus be visible to the Security Staff at the College entrances.
6. Stickers/E-Tags issued for a particular vehicle are not to be used for any other vehicle.
7. Parents are requested to remove car stickers/E-Tag from vehicle being sold deposit the same with written application for the removal of vehicle from list/record of authorized vehicle

ISSUANCE OF ADDITIONAL STICKER/TEMPORARY PASS:

1. Each student is allowed Stickers/E-Tags for two vehicles only. However additional sticker / E-Tag can be issued on written request.
2. New vehicle bearing no Registration Number will not be issued with E-Tag and car stickers till display of Registration Number. However, Temporary Pass can be issued on written request for 15 days which can be extended for another 15 days.
3. Similarly, for vehicles already in use bearing Sticker/E-Tag going off road due to accident or not available for pick/drop due to domestic needs, temporary pass can be obtained for 15 days upon written request from Security Office which can further be extended for another 15 days.

RENTED VEHICLES:

1. Students are discouraged to use Rented Vehicles/Taxis by college administration. However, in emergency cases, permission is granted by competent authority for limited use, on written request by parents.
2. Rented vehicles and Taxis will not be issued with Stickers/E-Tags / Temporary Pass.

VEHICLES SNATCHED/STOLEN:

1. The College Authorities must be informed immediately about the snatching/stolen incident of vehicle bearing College Sticker/E-Tag. So that entry to college be restricted/banned to avoid any untoward incident.

MISCELLANEOUS

1. In the interest of security and environmental support, rickshaws are not allowed in the College premises.
2. For security reasons, it may be necessary to check vehicles at any time whilst in the premises.
3. Parents are not allowed to visit Riding School area/sports grounds while students are taking riding/sports classes.
4. **PARENTS VISITING DSR AREA**
 - a. DSR opens at 07:00 AM till evening.
 - b. Parents should visit DSR in the morning after dropping children to avoid inconvenience / rush at pick up time besides causing traffic congestion.
 - c. Parents should park their vehicles as mentioned in Annexure G.
5. **PROHIBITED / OUT OF BOUNDS**
 - a. The College premises is out of bound for arms/armed Guards protection or protocol vehicle accompanying students/parents/visitors.
 - b. All school buildings and Boarding Houses are out of bound for parents/drivers/visitors, visiting School Heads or Boarders.
 - c. All playing fields where students playing are out of bound for parents/drivers during week days, unless allowed or invited by college administration.
 - d. All areas except parking places specified in Annexure G are out of bound for parking of vehicles including College Hospital parking and DSR.
 - e. Students or under-aged children are prohibited to drive vehicles in the College premises.
 - f. All sorts of Energy/Fizzy drinks are strictly prohibited in college premises. Parents visiting students/boarders should refrain from bringing these drinks.
15. **CONFLICT MANAGEMENT.**
 - a. College environment is very peaceful. All parents are requested not to take law in their hands otherwise culprit will be dealt as per college policy.
 - b. Any personal/official dispute be reported to college management which will be probed/investigated and disciplinary action against culprits will be taken as per college policy.

Annex-G

ENTRY / EXIT AND PARKING

1. Car stickers will be for entry/exit through designated Gates and for designated parking areas. The point of entry/exit and parking area of vehicles is as appended below.

FOR NORMAL SCHOOL ROUTINE

Sticker	Entry	Parking Area	Pick / drop point	Exit
Junior School	Monnoo Canal Gate	(1) JS Parking (2) JS Road	(1) JS Parking (2) JS Road	JS Babar Ali Gate On Mall Road
Prep School	Principal's Lane Gate (Sundardas Road)	(1) Old Tree (2) Water Tank (3) Stable Area (4) Jillani Road from Water Tank to Old Tree	Water Tank	JS Babar Ali Gate On Mall Road
Senior School	Monnoo Sundardas Gate	(1) Monnoo Sundardas Gate Parking (2) Round About	(1) Monnoo Sundardas Gate Parking (2) Round About	(1) Monnoo Sundardas Gate (2) New Flats Gate
Car Pool	(1) Monnoo Canal Gate (2) Principal's Lane Gate (3) Monnoo Sundardas Gate	(1) Gwyn House Chowk (2) JS Road (3) JS Parking (4) Old Tree (5) Water Tank (6) Stable Area (7) Monnoo Sundardas Gate Parking (8) Round About	(1) Gwyn House Chowk (2) JS Road (3) JS Parking (4) Old Tree (5) Water Tank (6) Stable Area (7) Monnoo Sundardas Gate Parking (8) Round About	(1) JS Babar Ali Gate On Mall Road (2) New Flats Gate (3) Monnoo Sundardas Gate
Parents visiting DSR only		(1) SS Parking near DSR (2) Jillani Road near DSR	(1) SS Parking near DSR (2) Jillani Road near DSR	(1) Monnoo Sundardas Gate (2) New Flats Gate (3) JS Babar Ali Gate On Mall Road

FOR PARENTS/VISITORS-VISITING BOARDING HOUSES

Gwyn House	JS Babar Ali Gate On Mall Road	Jillani Road near Gwyn House	Jillani Road near Gwyn House	JS Babar Ali Gate On Mall Road
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(1) Monnoo House (2) Saigol House	Monnoo Sundardas Gate	Masjid Road	Masjid Road	Monnoo Sundardas Gate
Kelly House	Monnoo Sundardas Gate	Behind Kelly House	Behind Kelly House	Monnoo Sundardas Gate
(1) K & N's House (2) Godley House (3) Sherazi House	Monnoo Sundardas Gate	(1) SS Parking near DSR (2) Round About	(1) SS Parking near DSR (2) Round About	Monnoo Sundardas Gate
L.J House	Monnoo Sundardas Gate	Round About	Round About	Monnoo Sundardas Gate
Parents visiting DSR only	Monnoo Sundardas Gate	(1) SS Parking near DSR (2) Jillani Road near DSR	(1) SS Parking near DSR (2) Jillani Road near DSR	Monnoo Sundardas Gate