



SAGE University, Bhopal

Standard Operating Procedure

Entry of External Visitor to Campus



Name of Approval

Vice Chancellor

SOP No.:

12

Authority:

Signature:

Date:

19/05/2022

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General Guidelines

- 1. Visitors and Guests:** All visitors and guests to our University campus must follow our health and safety protocols to keep our campus and community as safe as possible. The visitor/guest policy applies to any individual, who wish to visit University campus, for any academic/administrative purpose for any length of time.

A visitor/guest includes, but is not limited to:

- Parents, family members, friends of enrolled students.
 - Business contacts of current employees.
 - Household members of current employees (employees may not bring children or elders to work with them, even if the children or elders are well).
 - Neighborhood community members or others accessing campus property.
 - Prospective students and parents visiting informally or on admissions tours.
 - Individuals on campus for private lessons (such as the Community School of Music and Arts), counseling or approved use of athletic facilities.
 - Individuals registered to attend University-approved events, seminars, workshop, conference etc.
 - All vendors and contractors who are authorized in advance by the University and comply with applicable policy requirements. Please refer to the Contractor and Vendor Campus Access Procedure for details.
- **Vendor** - A worker from an outside company who provides a service that requires them to enter a building for short and/or extended periods of time (days, weeks, months).
 - **Contractor** - A worker from an outside company who performs work on campus. Examples of contractor work include building renovations, electrical work, and other equipment repairs.

- 2. Pre-Arrival:** All individuals who are not enrolled students or employees must have an invitation (verbal or written) from a University student or employee prior to any in-person visit to a SUB campus. The University must maintain an accurate record of all individuals accessing campus.



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PROTOCOLS FOR VISITORS & GUESTS

3. Arrival Check-In: Upon arrival to campus, a visitor or guest must:

- Notify the invitee that you have arrived on campus.
- Guard at the main gate/ any competent authority must get the confirmation from the concerned authorities to whom, he/she needs to visit.
- A VISTOR BADGE/CARD to be assigned to visitor/guest with the visitor slips.
- Meet the invitee at the designated meeting location. Visitor must take the signature of the official/ authority on the visitor slip (Annexure-1) and submit it back to guard at the gate along with visitor badge.
- Successfully respond to health screening questions.
- A visitor/guest must wear a VISITOR BADGE, which must be visibly worn while on campus.

4. Departure Check-Out: Prior to departing campus, a visitor or guest must check out and return their VISTOR BADGE and visitor slip duly signed by visiting authority. The invitee must ensure that visitor departs as planned and no longer has access to any University building.

5. Non-University Visitors and Guests: All others without approval (including friends and family of students who are not also students or employees of SAGE University) are considered “**Non-University Guests**” for the purposes of this document. Non University guests are not allowed in any buildings on campus, including residential communities. In-person meetings with non-University guests can only take place in outdoor spaces except under extenuating circumstances. We expect all members of our community to exercise strict caution when hosting guests.



SAGE University, Bhopal

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(Annexure-1)

Form for Visitor/Guest

SAGE UNIVERSITY BHOPAL		
VISTOR SLIP		
Date		
Visitor Name (Mr./Ms./Dr.)		
Mobile No		
Address		
Vehicle No		
Purpose of visit		
Person to meet		
Time In		
Time Out		
Signature of Visitor		
Signature of Security Officer	Check-in:	Check-out:
Signature of Concerned Authority		