

2. PARKING STANDARD OPERATING PROCEDURES

1. INTRODUCTION

The SOPs are developed for the Parking facilities involved in the KG Reddy Engineering College. The SOPs benefitted from comments and suggestions offered by Students, Faculty and Staff of KGR CET.

2. PURPOSE

The aim of the procedure is to give all Students, Faculty & Staff of KGR CET a definitive guidance on the use of on-site parking facilities.

3. SCOPE

This scope of the parking procedure is applicable for a Student, Faculty and Staff of KGR CET.

4. PROCEDURE

- i. Visitors/guests will receive parking instruction from the KGR CET security staff member they will be visiting.
- ii. Instructions should comply with KGR CET Parking policies.
- iii. Visitors/guests will receive a parking place from the unit executive assistant prior to arrival. Parking is behind the gate unless there are open spaces in parking spots.
- iv. Visitor permits are required to park in the parking area.
- v. Parking area spaces are offered to the visitors on a first-come, first-served basis.
- vi. Permanent Employees are eligible individuals may request permits through Transportation and must adhere to KGR CET Parking policies.