

**CENTRAL UNIVERSITY OF
KARNATAKA**
(Established by an Act of the Parliament in 2009)



Administration
SH-10, Aland Road
Kalaburagi - 585 367
Phone (08477) – 226722
Website: www.cuk.ac.in
Email: registrar@cuk.ac.in

No. CUK/ADMN-III/F-726/2023-24/64

23. APR 2024

CIRCULAR

It is brought to the Notice of all the concerned that for the safety and security of CUK students, Staff and family members and also the assets of Central University of Karnataka the Security procedures have been streamlined.

In view of the above, all the visitors are hereby informed to ensure below mentioned procedures for seamless entry in to CUK campus well in advance. The format for Visitors/Guest Pass/Service Provider attached Annexure –I.

• **The Procedure for Visitors/Guest Pass/Service Provider as follows**

It is mandatory for all employees and students of the University to obtain this pass if they intend to facilitate the entry of visitors, guests, or service providers through the Main Gate.

• **Steps to facilitate visitor entry onto the campus:**

1. **Obtain the Pass:** Download the Visitors Pass from the CUK Website and complete all required fields on the form.
2. **Registration:** Record visitor details in the Registrar's Office register and submit the form to the Personal Secretary (PS) to the Registrar.
3. **Approval and Dispatch:** Upon approval by the Registrar, the Visitor Pass should be promptly dispatched to the Main Gate for further processing.

Note: Visitor Pass requests must be submitted and approved at least one day prior to the scheduled arrival of the visitors, guests, or service providers.

#By Order#

To
All the concerned


Registrar

22/4/24

Copy to :

1. PS to Vice Chancellor
2. Security Supervisor / Security Inspector
3. Concerned file

कुलपति / REGISTRAR
कर्नाटक केन्द्रीय विश्वविद्यालय
Central University of Karnataka
कलबुर्गी / KALABURAGI

**VISITORS/Guest PASS/Service Provider: Central University of
Karnataka**

Pass S No: _____

Date _____

Requested BY


<u>Name</u>	<u>Designation</u>	<u>Department</u>	<u>Purpose Official/ Personal</u>	<u>Time of Arrival /Exit of Visitor</u>	<u>Sign</u>


Visitor Details


<u>Name</u>	<u>Designation</u>	<u>Department/Address</u>	<u>Department to be visited</u>	<u>Holding Identity Card No</u>	<u>Vehicle No</u>


Approval of HOD

Approval of Registrar**Permit/Deny**

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VISITOR PASS		
Pass Serial No		
Date		
Vistor Name		
Mobile No		
Address		
Purpose of Visit		
Person to meet		
In Time		
Out Time		
Signature of the Visitor		
Signature of the Security Supervisor	Signature of the Employee Whom the Visitor Meet	

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