



MAHATMA GANDHI INSTITUTE OF TECHNOLOGY

Kokapet(village), Chaitanya Bharathi(p.o), Gandipet, Hyderabad-75

STUDENT TRANSPORT SECTION

AY 2021-2022

Rules, Guidelines and Responsibilities of students Using College Transport Facility

1. As and when the Academic year commences for B.Tech I, II, III, IV year and PG students the transport facility application forms will be issued and students are required to fill and submit the forms with a latest two passport size photographs. A Photo will be affixed on the identity card to be issued to the student.
2. Handover the duly filled in application form to the bus In- charges and collect the Transport ID card from them.
3. The student should furnish all the details to include them on Bus ID card indicating his/her college roll no, bus route no, seat no allotted, immediately after receipt of fee payment details.
4. Applications will be issued during the first week of the academic year, and students have to pay the prescribed fee within 7 days of commencement of academic year.
5. The student has the liberty to withdraw from the bus facility within 3 days of handing over the duly filled in application form with written intimation to the transport department. (Withdrawal intimation letter must be approved by Principal)
6. After 4 days of handing over the application student is liable to pay the fee as no further withdrawal is permitted.
7. If the student fails to pay the stipulated transport fee (within 7 days) he/she is not permitted to use the college transport bus.

The same procedure will be followed for **first year students** whenever their class work commences.

8. Drivers and Transport department staff will check the buses regularly for any unauthorised boarding.
9. The student should carry transport ID card daily and the fee paid receipt to be produced on demand. This bus ID card is not transferable.
10. The student indulged or involved in any kind of indiscipline in bus or misbehaved with bus incharge/driver, his/her pass will be get cancelled.
11. The student will have to pay Rs.100/- for the replacement of lost transport ID card and get the duplicate ID card.
12. Unauthorised boarding of college bus is liable to pay a fine of Rs.500/- or more decided by the authority.
13. Students found with repeated unauthorised boarding are liable to pay total annual transport fee.
14. Two staff members appointed by the Principal will act as Bus route In-charges to take care of student discipline in the bus.
15. Initially the bus facility will be extended to those students who are willing to travel throughout the academic year and in the second semester, new students will be admitted if and only if any vacancies are there in a particular bus.
16. At the beginning of academic year the fee particulars will be decided and notified, the same amount holds good throughout the Academic year.

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17. College bus routes and the bus stops in a particular route are fixed and any extension/diversion of the routes is not feasible. Any such request will be forwarded to a duly constituted committee by Principal. In all such matters the decision of the Principal is final.
18. The transportation department may not be in a position to drop the students in the regular designated bus stops during University Examinations, Guest lectures, Industrial tours, Sports, Fests, additional classes for the selected sections etc., but drop at the nearest point to your designated stage.
19. Fee once paid will not be refunded or adjusted at any circumstances.
20. If any student desires to travel in any other bus due to shifting of their residence etc, he/she will be permitted to do so after a written request to student transport department through bus route in-charge.
21. The students must follow the above instructions carefully and co-operate with the **faculty in charge/driver** for smooth operation of the buses, failing which, the transport facility will be withdrawn and in such cases, the transport fee is neither refunded nor adjusted.

****RAGGING IS STRICTLY PROHIBITED****

“Ragging is strictly prohibited in the college premises. If anybody found indulged in such kind of activities, strict action will be taken irrespective of the extent. Supreme Court of India has banned ragging. In order to prevent such activity in campus, several committees have been constituted and brought into operation even before the start of 1st year classes by the Director / Principal. Ragging in any form is strictly prohibited within the premises of the college/department/classroom/ college transport as well as on public transport. Any individual or group of individuals who indulge in an act or practice of ragging constitutes gross indiscipline and such individual/ groups shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity, and honour of any student.”

*****Declaration of Acceptance of Rules, Guide Lines and Responsibilities of the students using College Transportation*****

I, Mr/Ms _____ S/o / D/o. _____ studying in year _____, Course _____ for the academic year _____ intend to travel by the college provided transportation, hereby state that I have read and understood all the enclosed “**Terms and conditions for availing transport facility (2021-22)**” and abide by the same. I also explained all these guide lines and regulations in appropriate language to my parent/s / guardian and they had understood all of them. I am also aware that when I am found not adhering to any of them by the concerned authority, I will stand to lose the Bus transport facility (Bus Pass) as decided by the management. I am also aware that the money paid towards the transportation will not be refunded under any circumstances.

I hereby declare that all the above mentioned rules are understood by me to the best of my knowledge and belief.

Signature of the parent / Guardian
Name:
Place:
Date:

Signature of Student
Name:
Roll No.
Place
Date:

Dr S Madhava Reddy
(I/c Student Transport)

PRINCIPAL