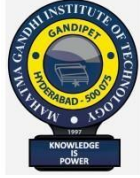


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**Mahatma Gandhi Institute of Technology(A)**  
Kokapet(V),Chaitanya Bharathi (P.O), Gandipet, Hyderabad -075.  
*Application Form for availing Student Transport*  
**AY 2024-25; Year : I / II / III/ IV**

- This Application form is ONLY for students who wish to avail college Transport

Transaction ID / Challan No : \_\_\_\_\_ Date of Payment: \_\_\_\_\_ Amount Paid : \_\_\_\_\_

Bus Route No : \_\_\_\_\_ Route Name : \_\_\_\_\_ Boarding Point : \_\_\_\_\_

**Students Details:**

1.	Name of the Student (Full)		
2.	S/o / D/o		
3.	Course	B.Tech / M.Tech	Year : I / II / III / IV
4.	Branch		Roll No :
5.	<u>Residential Address:</u>	Phone/Mobile No:	
		Parent:	
		Student:	

**UNDERTAKING CERTIFICATE**

I will pay the transport fee for the academic year 2024-25 and travel by the private exclusive buses throughout the academic year. In case of suspension of transport facility on disciplinary grounds or withdrawal, I will not claim for any refund under any circumstances. Further, I shall abide by the rules and regulations prescribed by the institute to travel in the exclusive private buses.

**Instructions to the students/parents:**

1. Must possess Identity Card and show the same to the faculty in-charge/driver on demand.
2. Ragging and indecent behavior is strictly prohibited.
3. To be in their respective bus stops at 5 Minutes before the scheduled time, chasing or forcing the driver to stop the bus is not permitted.
4. Activating loudspeakers of cell phones / IPads, clapping, whistling, shouting etc. are prohibited.
5. Boys and girls must occupy separate seats.
6. Arguing with faculty in-charge / driver leads to the cancellation of the transport facility. If any suggestions / complaints, they must give in writing to Transport I/c, MGIT only.
7. Any damage made to the seats and glasses (including writing with pens) will be penalized.
8. Must leave the bus immediately after reaching the college and permitted to board again after 4.25 PM only.
9. In case of breakdown of the bus, student must follow the instructions of the in-charge/ driver or should make their own arrangement if alternative arrangement is not provided.

The student must follow the above instructions carefully and co-operate with the faculty in-charge/driver for smooth operation of the busses, failing which the transport facility will be withdrawn and in such cases the transport fee is neither refunded nor adjusted.

Signature of the Parent / Guardian

Signature of the Student

## Rules, Guidelines and Responsibilities of students Using College Transport Facility

1. As and when the Academic year commences for B.Tech 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 applications form to the bus In- charges and collect the Transport ID card from them.
3. 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.
4. 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.
5. Unauthorized boarding of college bus is liable to pay a fine of Rs.500/- or more decided by the authority.
6. 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.
7. 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. Please visit MGIT website: [www.mgit.ac.in](http://www.mgit.ac.in) for more detailed rules and guidelines.

### 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 actor 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 (2024-25)**” 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.

Bus In-charge

Student Transport I/c

PRINCIPAL