



GL BAJAJ GROUP OF INSTITUTIONS, MATHURA

TRANSPORTATION RULES FOR STUDENTS

1. To avail the bus facility, student has to apply for the same in a prescribed form.
2. Institute issues a photo Bus-Pass to each & every bonafide bus user.
3. Bus facility is granted on first-come-first serve basis subject to availability of seat.
4. Bus facility is granted for an academic session (02 semesters) only. Student has to apply again to get the bus facility for succeeding academic sessions, if interested to continue.
5. The Bus-Pass is not transferable to any other person, in any circumstances. Student must ensure that Bus-Pass is kept secured and is not deliberately or inadvertently made available for use of any other person.
6. Student has to present his/her Bus-Pass on demand by authorized person. If he/she does not produce the pass on demand, he/she may not be allowed to board the bus or continue his/her journey.
7. Students are not allowed to board the bus other than the allotted one.
8. Bus will not wait for any student coming late to the bus stop. Every student should board the bus at his/her given boarding point.
9. A student found to be indulged/involved in any kind of indiscipline in bus or misbehaviour with driver/ faculty/staff/ students, will be subjected to disciplinary action against him/her OR may be debarred from the bus facility.
10. Students availing bus facility without paying Transport Fee or without appropriate permission will have to pay heavy fine, decided by college authority.
11. Replacement of Bus-Pass due to loss, damage, theft or change in bus stop will attract a charge, as determined by the Institute.
12. Bus Pass is Institute's property. Students must have to return the same to the Institute for cancellation upon withdrawal / termination or successful completion of academic session.
13. Alteration, falsification or misuse of the student Bus-Pass is a violation of Code of Conduct and will be dealt accordingly including award of severe disciplinary action against him/her.
14. A student, who has lost his/her Bus-Pass, must report the same to the Transport In-charge of the Institute as soon as possible to invalidate the issued Buss-Pass and apply for a replacement by completing the appropriate application form. Until the loss is reported and the old Buss-Pass invalidated, the student may be held responsible for any unauthorised use of that Buss-Pass.
15. After the academic session as printed on the Bus-Pass, the student must no longer use the same.
16. Institute may not be in a position to drop the students in the regular stops but will drop at the nearest stop during examinations, guest lectures, additional classes, fests, etc.
17. The student may lodge complaint in writing to the Director through Proper-Channel for any issues related to the transport.

TRANSPORT FEE POLICY

1. Transport Fees are charged considering 10 months in an academic session.
2. In the event of a student withdrawing from the transport facility before commencement of the class, the complete transport fee deposited by the student will be refunded after deducting Rs.500/- (Rupees Five Hundred Only) towards processing charges.
3. In cases where withdrawal is submitted after the commencement of the classes, NO refund shall be made under any circumstances.
4. If a student found availing transportation facility in an unauthorized manner even for one day in a calendar month, then transport fee for that calendar month shall also be charged and seat will be given subjected to availability. Though, in second instance, Rs.500/- as penalty in addition to the transport fee shall be charged.