

# **TRANSPORT RULES AND REGULATIONS FOR THE TRANSPORT USERS OF 2017-18**

## **GENERAL RULES**

1. All the buses are centrally operated by the Transport Department of Manav Rachna under the control of Manager Administration and Transport.
2. Transport facility is optional for the students. Seat no. is allotted on first come first serve basis to the students who agree to abide by the transport rules of the Institution.
3. All instructions, issued by the competent authority from time to time, must be followed by the transport users.
4. A penalty, in form of monetary or otherwise, may be imposed on the transport user in case of violation of any notified transport rule or any instruction issued by the management to the transport users from time to time.
5. Users must reach at their respective stops at least 5 minutes before the scheduled time of the stop. Buses will run at the schedule time except in case of traffic / technical problems.
6. Arrival of the buses in the campus is generally scheduled 15 minutes before the starting time of the Institute.
7. Departure of all the buses is synchronized by considering closing hours of all the Institutions of the MREI or as may be decided and notified by the Transport Department.
8. Buses are stopped only at designated stops. No stop will be considered, other than the designated stop.
9. Route numbers are displayed on the buses for better identification.
10. Users shall board the same bus which is particularly allotted to them. List of the users and the stops will be displayed in every bus.
11. Information of any change in Address, Contact No. or any of the detail provided at the time of availing transport, should be updated with the transport department well in advance of implementation.
12. Although, efforts shall be made to make alternate arrangement, in case of any breakdown of buses due to mechanical fault or any other reason, but no reimbursement / compensation shall be paid.
13. As per order of the Hon'ble Supreme Court, Ragging is a grievous offence. Any one indulging in ragging will be severely punished, which may lead to expulsion from the Institution & even Imprisonment. **SAY NO TO RAGGING. UGC helpline: 1800-180-5522; [helpline@antiragging.net](mailto:helpline@antiragging.net), MRIU Security - 9650408080**
14. Misconduct, unwanted and anti-social activities are strictly prohibited in the bus, violation of which will attract strict disciplinary action.
15. Smoking, Drinking, Violence, Gambling, Playing Cards etc. are strictly prohibited in the transport and strict disciplinary action shall be taken against student involved in any such act.
16. No user is allowed to touch the controls of the bus.
17. Users are advised to board the bus at least 5 minutes before the time of departure from MRIU Campus.
18. Any suggestion / complaint, regarding transport, can be submitted with the transport department in writing. The same will be addressed in due course of time.
19. For any transport related query, please refer to the Customer Care Numbers of MRIU Transport.
20. Student found travelling in MRIU transport without paying the transport charges will be fined heavily.
21. Users are advised to carry the Transport ID card every time while travelling through MRIU Transport otherwise fine may be imposed for travelling without Transport ID Card.
22. Transport users must mention their detail as prescribed in the Bus Attendance Register duly signed by them.

## **STEPS TO FOLLOW FOR AVAILING OF THE TRANSPORT FACILITY OF MANAV RACHNA**

1. The student, who wants to avail the transport facility of Manav Rachna, will have to submit transport request online through ERP TCS to register.
2. A Transport Fee Challan for the applicable transport fee will be issued to the student from the transport counter/department.
3. After collecting the Transport Fee Challan from the transport counter/department, students will have to deposit the Transport Fee at CAD Counter in form of a) **DD / Pay Order** in favour of "MRIU – TRANSPORT", b) through **Card (Debit or Credit) with the applicable financial charges** as per RBI guidelines.
4. After depositing the Transport Fee with CAD, a transport Fee receipt will be issued to the student from CAD.
5. Immediately after getting the Original Fee Receipt from the CAD, the students will be issued Transport ID Card by the Transport Department and may be collected from the transport department / Counter by showing the original Transport fee receipt.

## **INFORMATION OF ROUTES AND STOP CODES**

1. **Stop Codes** are uploaded on official website of MRIU i.e. [www.manavrachna.edu.in/infrastructure/transportation/](http://www.manavrachna.edu.in/infrastructure/transportation/) or can be confirmed with the transport department.
2. For any route and stop enquiry, please contact at **Customer Care Numbers of Transport Department of Manav Rachna which is also uploaded on the website.**
3. Once the Transport Fee is deposited, the user can not change the Stop Code or Route Code without prior permission of the Transport Department.

## **TRANSPORT FEE**

1. The **TRANSPORT FEE** is charged **ANNUALLY** for One Academic Session.
2. **The TRANSPORT FEE** can be deposited through **DD / Pay Order** in favour of "MRIU – TRANSPORT" or through **Card (Debit/Credit)** with the applicable financial charges as per RBI guidelines.
3. Users are required to deposit the **annual transport fee in advance at the time of availing the transport facility.**
4. **Transport Fee** is uploaded on the website of the University.
5. Although, the **Transport Facility once availed can't be withdrawn, but, in few special cases, students may be allowed to withdraw and claim Refund of Transport Fee** as per the **TRANSPORT FEE REFUND POLICY** approved by the Management of MRIU which is also displayed on official website of MRIU i.e. [www.manavrachna.edu.in/infrastructure/transportation/](http://www.manavrachna.edu.in/infrastructure/transportation/)
6. The transport fee is notified every year before the starting of the end semester examination of the existing Academic Session and is subject to change depending upon the increase in the operational cost of buses.

## **TRANSPORT ID CARD**

1. As and when the student is enrolled for the transport facility, and the transport fee is deposited, Transport ID Card is immediately issued to the user by Transport Department.
2. Validity of the bus pass is as follows:
  - a) If the student has paid the transport fee for full academic session - valid from the commencement of the session and upto the last day of the end semester examination of the II<sup>nd</sup> semester of the session of an Institution or
  - b) in case the transport fee is deposited for one semester (60%) only - it will be valid for upto the last day of the end semester examination of the same semester, or
  - c) In special cases validity may be reviewed at the discretion of the Management of MREI.
- d) The Transport ID Card must be carried by the user while using transport facility of MRIU failing which an amount of Rs. 200/- will be charged as fine. The Transport ID Card will have to be produced by the user on demand of the checking staff.
- e) **An amount of Rs. 500/-** will be charged alongwith an **FIR /AFFIDAVIT, attested by the First Class Magistrate**, for issuance of **DUPLICATE TRANSPORT ID CARD, in case of loss or damage of the original Bus Pass** issued by the transport department of MRIU.
- f) User must produce the TRANSPORT ID CARD to the bus conductor of the route before boarding the bus.

**NOTE:** For any other rules and notices, users will be informed separately by the Management from time to time through notice on the notice boards of the respective Institute/ website / Buses/ Transport Office or other manner.