

**TRANSPORT APPLICATIONA FORM**

The application form must be filled in by the student in his/her own handwriting with black/blue pen. Please read and sign. The instructions are as mentioned on the back of the form carefully. All the fields are compulsory to fill enroll for transport service of MRIIRS. Please get the form verified from the transport department after filling it completely.

**Application No.**
**/ Roll No.**
**GENERAL INFORMATION:**

Name of the student _____	Gender (M/F) _____	Affix recent color photograph
Father's Name _____		
Mother's Name _____		
Permanent Address & Phone No. _____		
Present Residence / Guardian Address _____		
Tel. No. _____	Mobile No. _____	
Emergency Contact No. _____	Email -ID _____	

**INSTITUTE DETAILS (Please tick (✓) any one box)**
**MRIIRS (Manav Rachna International Institute Of Research And Studies)**

 FET  FAS  FCBS  FCA  FMS  FMeH  FAD  FBSS 
**MRU (Manav Rachna University)**

 FoE  FoAS  FoF  BEd  FoMH  MRDC 

Course \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

**TRANSPORT DETAILS (Please tick (✓) any one box)**

 DELHI-1  DELHI-2  FARIDABAD  NOIDA  GURUGRAM  PALWAL  GHAZIABAD 

 Mode of Payment \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_  
 (By DD in favour of "MRIIRS – Transport" OR Card with additional financial charges )

Route No \_\_\_\_\_ Bus Stop Code \_\_\_\_\_ Boarding Point \_\_\_\_\_

 (Kindly refer to the stop code list with the transport department or at [www.manavrachna.edu.in](http://www.manavrachna.edu.in))

**DECLARATION:** I have gone through the transport rules and regulations of the institute, notified on the back side and I shall abide by them. I have noted that in case of non compliance of the transport rules and regulations, the bus facility may be terminated and I shall have no right to claim balance amount of bus fee. The management of MRIIRS will be exempted from any, claim / damages owing to any loss during transportation, if any, filed by the transport users.

**Signature of Student**
**Signature of Father / Guardian**

Sign. Of Dean/AO/AR/AAO

Transport Department

**FOR OFFICE USE ONLY**

Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Accountant \_\_\_\_\_

## TRANSPORT RULES AND REGULATIONS FOR THE STUDENTS

### GENERAL RULES

1. All the buses are centrally operated by the transport department of MRIIRS under the control of Transport Manager.
2. Transport facility is optional and it provided on the first come first serve basis to those students who agree to abide by the transport rules of the institutions.
3. All instructions, including the disciplinary issued by the competent authority from time to time, must be followed by the users.
4. A penalty, in form of monetary or otherwise, may be imposed on the user, violation of any notified transport rules or any instruction issued by the management for 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 scheduled 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 intuitions 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 then the designated stop.
9. Routes 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 the every bus.
11. Information of any change in address, contact No or any of the detail provided at the time of the availing transport should be updated with the transport department will in advance or immediately after 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, no reimbursement /compensation shall be paid
13. Ragging in any form is illegal and prohibited in MREI including while traveling in MRIIRS buses, Action will be taken against the students found involved.
14. Misconduct , unwanted and anti-social activities are strictly prohibited in the bus. Violation of which will attract strict disciplinary action.
15. Smoking , Drinking , Violation, 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 control of the buses
17. Users are advised to board the buses at least 5 minutes before the time of departure.
18. Any suggestion/complaint, regarding transport, can be submitted with the transport department in writing. The same will be address in due course of time.
19. For any transport related enquiry ,please refer to our customer care number (ANNEXURE-C) as mentioned at our official website [www.manavrachna.edu.in](http://www.manavrachna.edu.in)
20. Student found traveling in MRIIRS transport without paying the transport charges, will be fined heavily , in addition , disciplinary action will also be taken him/her.

### STEPS TO FOLLOW FOR AVAILING OF THE TRANSPORT FACILITY

1. The student, who wants to avail the transport facility to and from campus, will submit a Transport application form after download through our website or may also be collected from transport department.
2. The said Form should be signed by the student and his parents / Guardian duly verified by any one of DR/AO/Dean/Director of the institute.
3. After approval from the Transport Manager, the Transport fee in form of DD in favour of "MRIIRS- Transport " should be deposited with CAD.
4. After depositing the transport fee with CAD, user will have to submit the copy of fee receipt to transport department which shall issue him/ her transport id card.

Information of routes and stop codes

1. Stop codes (Annexure B) are uploaded on official website of MRIIRS i.e [www.manavrachna.edu.in](http://www.manavrachna.edu.in) or can be collected from the transport department.
2. For any route and stop enquiry, please contact at the customer care number (Annexure-C) uploaded on website.
3. Once a transport id card has been issued, the user can not change the stop code or route without prior permission of the transport department.
4. Bus routes can be merged as if required.

### TRANSPORT FEE

1. The transport fee is charged annually for the session. Fee structure displayed in Annexure –A1 uploaded on website [www.manavrachna.edu.in](http://www.manavrachna.edu.in).
2. The transport fee can be deposited in DD in favor of "MRIIRS – Transport"
3. Refund of transport fee can be claimed as per the transport fee refund policy (Annexure –C1) approved by the management of MRIIRS which is also displayed on official website [www.manavrachna.edu.in](http://www.manavrachna.edu.in).
4. The transport fee will be notified every year and is subject to change depending on the increase of cost fuel and other operating costs.

### TRANSPORT ID CARD

1. As and when the student is enrolled for the transport facility, transport id card will immediately be issued to the user by transport department .
2. Validity of the bus pass is generally for one academic year of any institute or it can be reviewed at the discretion of the transport department.
3. The transport id must be carried by the user while using transport facility failing which an amount of Rs.200/- will be charged as fine. The same will have to be produced by the user on demand of the checking staff.
4. An amount of Rs.200/- will be charged for insurance of duplicate transport id card, along with FIR/Affidavit, attested by self. In case of loss of damage of the original bus pass issued by the transport department.
5. User must produced the transport id card to the bus conductor of the route before boarding the bus.

### NOTE

For any other rules and notice , users will be informed separately by the management from time to time through notice to the notice board / website any other manner .

**DECLARATION BY THE USER**

## Annexure-A2



I hereby declare and inform that I have read rules and regulation of availing transport facility and assure that I will abide by the same. In case of any violation of any rules and regulations, my bus services may be terminated with immediate effect with the forfeiture of the balance transport fee.

**Signature of Transport User**