



(Established by the Haryana Act No.8 of 2013)

CHANDU BUDHERA, GURGAON BADLI ROAD, GURGAON (HARYANA)-122505

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Form No: SGTU/22-23/

TRANSPORT APPLICATION FORM

(FOR STUDENTS ONLY)

Paste your
latest
Photograph

The application form must be filled in by the student in his/her own handwriting with black/blue pen. All the fields are compulsory to fill and must be verified by the Transport Department.

PLEASE READ THE ATTACHED TRANSPORT RULES AND REGULATIONS CAREFULLY.

Email : transport@sgtuniversity.org | Contact No. +91 7042495698

PERSONAL DETAILS

Name of the Student		Gender (M/F/TG)	
Father's Name		Mother's Name	
Faculty Name		Registration No.	
Present Address			
Permanent Address			
Email ID		Mobile No.	
Name of Contact Person in Case of Emergency		Emergence Mobile No.	

FOR OFFICE USE (TRANSPORT)

Route No.			
Boarding Point			
Date of Joining transport		Valid upto	
Yearly/Half-Yearly			

Declaration- I have gone through the Transport Rules and Regulations of the University, notified and enclosed with this form, I shall abide by them. I have noted that in case of non-compliance of the Transport Rules and Regulations, the transport facility may be terminated and I shall have no right to claim balance amount of transport fee. The University will be exempted from any, claim / damages owing to any loss during transportation, if any, filed by the transport users.

Date: - ____/____/____

Verified By:-

(Signature of Student)

(Signature of Father/Guardian)

(Signature of Student Section)

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TEMPORARY TRANSPORT PASS FOR STUDENT

Name _____ Gender (M/F/TG) _____ Registration No. _____

Date of availing transport facility _____ Route No _____ Boarding Point _____

NOTE - Validity of the Temporary Transport Pass will be maximum for a Week from the date of issue. Seat allotment is on the basis of first come first serve and subject to availability of seats in the bus which can't be claimed as a matter of right.

Date of Issue

Signature & Stamp of Manager Transport

TRANSPORT RULES AND REGULATIONS FOR THE STUDENTS

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 concerned.
2. The said form should be signed by the student and his Parents/Guardian duly verified by Student Section of the faculty.
3. After approval from the transport manager, the transport fee should be deposited in the Account Section only, as prescribed by the university.
4. After depositing the transport fee, user will have to submit the copy of fee receipt to Student Section which shall issue him/her transport pass.
5. For any route and stop enquiry, please contact to the transport department directly.
6. Once a transport id card has been issued, the user cannot change the route without prior permission of the transport department.
7. Bus routes can be merged / cancelled as and when required.

Transport Fee

1. The duration to avail transport services shall be for a period of **6 months or 1 Year only**.
2. The transport charges are to be paid only in single instalment for the respective semester/year.
3. If Student joins the transport facility between 1 - 15 of the month, full month charges will be applicable and if student join after 15 of the month, half month charges will be applicable.
4. Transport charges once paid will neither be refunded nor be transferred or adjusted in other fees under any circumstances. Further, no application to do so will be entertained.
5. The transport fee will be increased **10% every year**.
6. After deposit of transportation charges, the student will collect the Bus Pass within a week from their respective Student Section, otherwise a fine of Rs. 200/- per day will be applicable.
7. Fine/Penalty as applicable in case of any misconduct/travelling with invalid, expired or forged bus pass.

Transport Bus Pass/ 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. Student is not allowed to board the bus without valid bus pass.
3. Validity of the bus pass is generally for one academic year/semester or it can be reviewed at the discretion of the transport department.
4. It is mandatory for students to carry their bus pass while utilizing the transport facilities of the University. Furthermore, they must produce the same when requested so by the concerned authorities, failing to **do so will incur a fine as per University rules**.
5. **Immediately on expiry of the bus pass, the students are required to renew or surrender their current bus pass to the Transport Department. Failure to do so will make the student liable to pay a fine as per University rules.**
6. **Bus pass cannot be transferred from one person to another. The bus pass owner must be the sole user of the pass. Transferring or sharing of a pass is prohibited. If such activity occurs, both participating parties' transport facility will be discontinued with fine as per transport policy.**
7. In case of loss or damage of the original bus pass issued by the transport department an amount of Rs.200/- will be charged for issuance of duplicate transport id card, along with the application and FIR copy.

General Rules

1. Transport facility is optional and it is provided on the first come first serve basis to those students who agree to abide by the Transport Rules and Regulations of the University. The student who wishes to avail this facility is required to pay the transport fee as prescribed by the University.
2. All Instructions, including the maintenance of discipline is a prerequisite for availing the transport service of University.
3. Eatables / Cold drinks are not allowed in the bus.
4. Disciplinary action will be taken in case of any kind of obscene activities in the bus.
5. No misbehaviour of any kind with the driver, conductor and transport staff will be tolerated.
6. Student(s) should board the **transport vehicle** from the assigned boarding point/location only. No student will be allowed to board other than the allotted boarding point(s)/location(s).
7. Buses will stop only at designated stop.
8. Routes and boarding points are indicative and are subject to change based on circumstances.
9. Transport 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. The normal timings for the University bus are as follows:
 - (a) Arrival in University campus: 08:50 a.m.
 - (b) Departure from University campus: 04:10 p.m.
10. The University has full authority to inspect the personal belonging(s) of the student(s) during transit or otherwise in or outside the University campus.
11. The University reserves the right to withdraw or change the allotted transport vehicle as deemed appropriate. In case of any breakdown of buses due to mechanical fault or any other reason, no reimbursement / compensation shall be paid.
12. The University will not be liable for any damage or loss of belonging(s) of the student while on board the transport vehicle(s) or otherwise.
13. Hostlers are not allowed to board the bus.
14. Misuse of mobile phones in any manner including activities amounting to cybercrime and viewing of questionable websites in the bus is prohibited.
15. After two misconducts the transport services of the student will be terminated.

Transport Charges*

Non-AC		AC	
Kms.	Transport Charges Per Month	Kms.	Transport Charges Per Month
Up to 20 Kms	2800	Up to 20 Kms	3500
Up to 40 Kms	3500	Up to 40 Kms	5000
Up to 60 Kms	4200	Up to 60 Kms	5700
Up to 85 Kms	4700	Up to 80 Kms	6500

*Transport charges for the Academic Session 2022-23 will be applicable as per above table on the basis of route decided by the University.

Fine/Penalties

Sr. No.	Act of Indiscipline	Fine/Penalty for each act of Indiscipline	Competent Authority to Take Action
(a)	Late transport fee submission	Rs. 100 per day.	Transport Manager with the approval of the concerned Dean & Registrar Office
(b)	Changing of Bus without permission	Rs 1000/-	Transport Manager with the approval of the concerned Dean.
(c)	Misuse of bus pass or fake bus pass (Student using another student bus pass)	Rs 10000/- and 6 months transport fee charges as per previous record and transport services suspended and Legal action will be taken for forgery of university documents	Transport Manager with the approval of the concerned Dean & Registrar Office
(d)	Travelling with invalid bus pass, expired pass or without a pass	Rs 1000/- and 6 months transport fee charges as per previous record	Transport Manager with the approval of the concerned Dean & Registrar Office
(e)	Use of drugs/alcohol in the Bus.	Rs 5000/- and Legal action will be taken if deemed necessary	Transport Manager with the approval of the concerned Dean & Registrar Office
(f)	Misconduct—uncivilized/ objectionable/ unwarranted behaviour/ causing disturbance to others in Bus.	Rs 5000/- and Legal action will be taken if deemed necessary	Transport Manager with the approval of the concerned Dean & Registrar Office.
(g)	Fighting with or assault on another person in Bus.	Rs 10000/- and offender will be handed over to police and Legal action will be taken if deemed necessary	Transport Manager with the approval of the concerned Dean & Registrar Office
(h)	Damage to Transport property	Rs 10000/- and replacement of the damaged item(s) along with installation/ service charges	Transport Manager with the approval of the concerned Dean.

Certified that we have gone through the above Transport Rules & Regulations and undertake to abide by the same in letter and spirit

[Note -For any other rules and notice, students will be informed separately by the University from time to time through notice to the notice board / website or any other manner.]

DECLARATION BY THE STUDENT

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 transport services may be terminated with immediate effect with the forfeiture of the balance of transport fee.

Signature of the Student

Name :

Mobile No:

Place :

Date :

Signature of the Father/Guardian

Name :

Mobile No :

Place :

Date :