



G.L. BAJAJ
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA

TRANSPORT MANAGEMENT SYSTEM & POLICY

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

Registrar

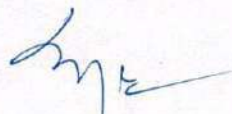
G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U. P.)

Managed By	: Rajiv Memorial Academic Welfare Society, Mathura
Approved By	: All India Council for Technical Education, New Delhi
Affiliated To	: Dr.A.P.J. Abdul Kalam Technical University, Lucknow

TRANSPORT MANAGEMENT SYSTEM & POLICY

RULES & REGULATION FOR COLLEGE TRANSPORT FACILITY

1. No one will be allowed in the college bus without depositing the transport fee for the whole session.
2. Transport facility will be provided on the basis of the academic session and the fee will be charged at once for the whole session after opting for the transport facility. The fee will not be refundable nor adjustable under any circumstances.
3. Ragging in the college bus as well as on college campus is strictly band and this is a punishable offense as per the law of the land.
4. In the college bus, seats will be allotted to commuters on a first come first server basis.
5. Bus Passes will be issued to students for one academic session after submission of the duly filled Transport Facility Form
6. In case of any indiscipline activity noted in any of the college buses, action will be taken against the said student/students. The bus coordinator

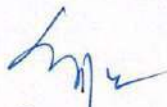


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(Faculty/Staff) has the full right to get down the student/students from the college bus immediately and the transport facility will be terminated for said student/students for the whole session. In such case of indiscipline, the transport fee will not be refunded.

7. Eatables are not allowed in the college bus.
8. All commuters will follow the route timings as per the route chart.
9. In case of any damage found in the bus through bus commuters (Students/Staff), the total cost of the damage X (multiplied by)10 will be charged from the said commuter. Fine can be increased after the decision of the Director.
10. Buses will not be waiting for any commuters during the transit, after the prescribed timings.
11. No routes of the busses will be changed without a prior discussion with the transport in-charge.
12. In case of any commuter has any problems regarding the Bus driver/ Bus condition/ route timings and others, they can directly meet with the transport in-charge.
13. All bus routes are subject to change without prior notice.
14. In case of sessional or university examinations, boarding and de-

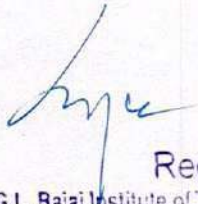


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boarding of the students onto the busses from source to destination will be governed by the decision of the transport in-charge.

15. All commuters will be governed by the rules of transport.



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TRANSPORT POLICIES

FINANCIAL POLICY

1. Charges for the transportation facility to the students are RS.25000/- which will be calculated on a One Academics Session basis.
2. Charges should be deposited to the Accounts Section of the college and students should obtain a proper receipt for the same.
3. Charges for all Staff of the college are Rs.2500/- Per Month, teaching staff shall pay Rs.1400/- out of 2500/- and the rest will be paid by the Management of the college. In the case of Non-Teaching staff, 100% charges will be paid by the management of the college.
4. Charges of Teaching staff will be deducted from the salary of the same month.

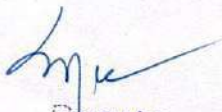
REFUND POLICY

1. No refund will be done to the students, once the student gets enrolled for the transport facility.
2. Employees, particularly teaching staff once enrolled for the transport facility, deduction of transport charges will be fixed for the semester and the same will be deducted on monthly basis. In case any employee wants

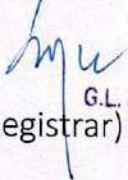
to leave or withdraw from the facility in the mid-semester, they have to submit the application to the office of the Director and revoke or refund of the transport charges shall be decided by the Director.

ADMINISTRATIVE AND FUNCTIONING POLICY

1. For availing of the transport facility by the students, the Students must enroll themselves in the transport facility of the college and deposit the prescribed college transport fee.
2. After enrollment of the student, bus passes will be issued to the same student which will be valid for one academic session. and after completion of the session, students must return the same to the issuing authority.
3. Students should be governed by the rules and regulations of the college. Also, they have to follow transport rules (Displayed in the buses) when they are in the college bus.
4. Violations of any rules are punishable offence.
5. Students will not be enrolled in the transport facility for the semester or monthly basis.


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6. Employees can enroll themselves in the transport facility at the time of joining the institution and they must fill out the transport facility form before avail the college bus facility.
7. Facility will be provided to all, subject to the availability of seats in the bus, on the concerned route.
8. In case any student or employee wishes to change his/her route, for any reason, the request will be entertained only if the seat in the bus on the requested route is available.
9. In case of a breakdown in the college buses or during the non-academic the routes of the buses might be changed or merged with other routes.
10. Maintenance of all the buses are done on time by the institute.


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