**Photo**

 **Conveyance Application Form**

 (Students)

**Department**……………………………………… **Semester……………………………. Date**………………...............

|  |  |
| --- | --- |
| **Name Of the Student:** |  |
| **Name of the Guardian:** |  |
| **Admission No:** |  |
| **Gender:** |  |
| **Preferred Bus stop:** |  |
| **Blood Group:** |  |
| **Mobile No of the Student:** |  |
| **Mobile No of Guardian:** |  |
|  **Signature of Faculty advisor**(Not required for first semester students)**:** |  |

I …………………………………………………………..have read the instructions from <http://mgmits.ac.in/infrastructure/conveyance/>and will truly abide by the rules and regulations of the college.

Signature of the Student…………………………………. Signature of the Guardian……….……………………

 **Office**

Allotted Bus No…………… Bus Stop…………………………………. A/C (Receipt No & sign)…………….…………………...

Date with effect from………………………… Amount………………………………………….Rs.

Signature of the College Bus Convener………………………… Head of Institution…………………………….

**Instructions**

* **Ragging** inside the college bus is strictly prohibited.
* Students should **wear ID card marked with ‘B’** and hold a valid travel pass.
* Students are **supposed to show their bus pass** whenever asked by any faculty.
* College bus facility **cannot be cancelled during an active semester** (six months).
* College bus facility **is available only on regular working days.**
* **No college bus is provided for any special class** conducted by the faculty unless specified by the Head of Institution.
* For discontinuing the bus facility, students **should fill Conveyance Cancellation Form** and submit the ID card (with ‘B’) to the staff in charge and get a new card.
* Any sort of **misbehavior in the college bus is bound to face disciplinary action**.
* Students are supposed to **obey the instructions from the faculty members**.
* Parents/students are strictly **not allowed to block any college bus or manhandle drivers**; in case of any grievance kindly report to college authorities.
* College bus **does not wait for any student/staff** unless it arrives before the expected time.
* Students have to **remit bus fees three months prior to the start of a concerned semester**.
* College **bus fees are paid for three months** at a time from the beginning of semester. No fine is charged for the first fifteen days of three months; an additional amount per month will charged as a penalty for violation of the former regulation here.
* **Unauthorized entry into the college bus will be penalized**.

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