



**Conveyance Application Form**

(Students)

Department..... Semester..... Date.....

<b>Name Of the Student:</b>	
<b>Name of the Guardian:</b>	
<b>Admission No:</b>	
<b>Gender:</b>	
<b>Preferred Bus stop:</b>	
<b>Blood Group:</b>	
<b>Mobile No of the Student:</b>	
<b>Mobile No of Guardian:</b>	
<b>Signature of Faculty advisor</b> (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 be charged as a penalty for violation of the former regulation here.
  - **Unauthorized entry into the college bus will be penalized.**
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