

TRANSPORT REGULATIONS FOR STUDENTS



MNR UNIVERSITY

[Established under the Telangana State Private Universities
(Establishment and Regulation) (Amendment) Act No. 11 of 2024]

[Recognized by the UGC under Section 2(f)]

MNR Nagar, Fasalwadi-502294, Gr. Hyderabad, Sangareddy District, Telangana

Transport Regulations for Students

1. Introduction and Objectives of the Policy
2. Short title and Commencement
3. Scope of the Policy
4. Procedure for availing of the Transport facility
5. Transport Fee
6. Transport Bus Pass/ID Card
7. General Rules
8. Refund and Withdrawal Procedure

1 Introduction and Objectives of the Policy

1.1 Transportation plays a crucial role in the daily lives of students, especially in a bustling university environment. Understanding the significance of providing seamless and efficient mobility options, MNR University has established a comprehensive transport facility. This facility aims to cater to the transportation needs of students, ensuring their convenience and safety.

1.2 These Transport Regulations have been established to govern the transportation arrangements provided to students of MNR University. The primary objective of these regulations is to ensure the safety, convenience, and orderly functioning of the university's transportation system. By adhering to these regulations, students can enjoy a secure and reliable transport experience while commuting to and from the university. It is crucial for all students to familiarize themselves with these regulations to ensure compliance and contribute to a harmonious transport environment within the university premises. As the university strives for continuous improvement, these regulations may be periodically reviewed and updated to cater to the changing needs and demands of the student community.

1.3 Objectives

The primary objective of the transport facility at MNR University is to facilitate convenient and reliable transportation for students, enhancing their overall educational experience. The following are the key objectives of our transport facility:

1.3.1 **Accessibility:** We strive to make education accessible to all students, irrespective of their geographic locations. The transport facility serves as a bridge, connecting students from various areas to the university campus. This inclusivity ensures that every student has equal opportunities to pursue their academic aspirations.

1.3.2 **Convenience:** We understand that commuting can be time-consuming and challenging, especially in urban settings. Our transport facility aims to alleviate these concerns by offering a convenient and hassle-free mode of transportation. Students can rely on our efficient transportation network, enabling them to focus on their studies and participate in extracurricular activities without the burden of transportation logistics.

1.3.3 **Safety:** The safety and well-being of our students are of paramount importance. Our transport facility prioritizes the implementation of rigorous safety measures, including regular vehicle maintenance, well-trained drivers, and adherence to traffic regulations. By ensuring a secure commuting environment, we aim to provide peace of mind to our students and their families.

1.3.4 **Time Efficiency:** Recognizing the value of time, our transport facility aims to minimize travel time for students. By employing efficient routes and adhering to schedules, we strive to optimize the

commuting experience, allowing students to make the most of their time on campus.

1.3.5 **Sustainability:** As a responsible institution, MNR University is committed to sustainable practices. Our transport facility actively promotes eco-friendly measures such as the use of fuel-efficient vehicles, exploring alternative energy sources, and encouraging carpooling. By reducing carbon emissions, we strive to contribute to a greener and healthier campus environment.

1.3.6 **Cost-effectiveness:** Our transport facility aims to provide cost-effective transportation options for students. By utilizing efficient route planning and optimization, we strive to minimize costs while maintaining the highest standards of service. This approach ensures that transportation expenses do not pose a significant burden on students' finances.

1.4 This policy provides information about transport operations, transport fee, and the guidelines for availing of transport services. The policy may be revised by the university from time to time or as and when required due to changes in market conditions, without prior notice.

2 Short title and Commencement

2.1 These Regulations are called the MNRU Transport Regulations for Students 2024.

2.2 These transport regulations shall come into effect from the date of their approval by the Board of Management or the Vice Chancellor.

3 Scope of the policy

3.1 The applicability of this policy shall extend to all the students of the university.

4 Procedure for availing of the transport facility

4.1 The use of Transport facility is optional and cannot be claimed as a right by any student.

4.2 The transport facility can be utilized only after the payment of the applicable fee.

4.3 The student who wants to avail of the transport facility has to approach the CFC with the prescribed transport requisition form and a passport-sized photo duly attested by the Dean.

4.4 It is mandatory for students to submit an UNDERTAKING duly signed by parents/guardian, as provided in Annexure-1.

4.5 The CFC will be responsible for verifying the details, such as the route number, destination and transport fee, and approving the transport requests submitted by the students.

4.6 After receiving the confirmation from CFC to avail the transport facility, students are required to pay the applicable fee as per the university's prescribed guidelines.

- 4.7 Students will not be allowed to travel or change their assigned route without prior written permission. Failure to comply may result in disciplinary action. However, the University reserves the right to modify the assigned route or merge routes for administrative reasons.
- 4.8 If any official of the University asks for the bus pass, student will be liable to show the same otherwise will be dealt severely and will be considered illegal travelling.

5 Transport Fee

- 5.1 The transport fee will be notified through a separate circular to each school under the University every year before the start of the academic year and is subject to change depending upon the increase in the operational cost of buses.
- 5.2 The students have to pay for 6-months Fee in advance. Once the student completes enrolment and classes commenced, the Transport Fee is non-refundable from the date of commencement of classes, even if the student doesn't use the transport facility. If the student withdraws for any reason, he/she has to pay the total 6-months fee.
- 5.3 Students have to pay the half-yearly fee on or before the **25th of June** (for July to December) and the **25th of December** (for January to June). A fine shall be applicable from the 26th of the month until it is paid as per the circular issued by the competent authority. Those who do not pay the fee by the end of the month are not permitted to utilize the transport facility from the 1st of the next month.
- 5.4 Once paid, the transport fee will neither be refundable nor transferable in any condition.
- 5.5 The transport fee will be increased as and when necessary when there is a hike in fuel prices, driver salary or increase in maintenance costs
- 5.6 Fine/Penalty as applicable in case of any misconduct/travelling etc. will be as given in below table:

S.No	Act of Indiscipline	Fin/Penalty for Each Act of Indiscipline	Competent Authority to Take Action
(a)	Late transport fee submission	As per the amount mentioned in a circular	Dean of the concerned school on getting report from the Transport Manager. Dean will send the information to CFC to collect the fine amount.
(b)	Misuse of bus pass or fake bus pass (Student using another student bus pass)	Rs 5000/-	Transport Manager with the approval of the concerned Dean & Registrar.

(c)	Travelling with invalid bus pass, expired pass or without a pass	Rs.3000/-	Dean of the concerned school on getting report from the Transport Manager. Dean will send the information to CFC to collect the fine amount.
(e)	Use of drugs/alcohol in the Bus.	Rs 5000/- along with Legal action if deemed necessary	Transport Manager with the approval of the concerned Dean & Registrar.
(f)	Misconduct— uncivilized/ objectionable/ unwarranted behaviour/ causing disturbance to others in the Bus.	Rs 5000/- along with Legal action if deemed necessary	Transport Manager with the approval of the concerned Dean & Registrar.
(g)	Fighting with or assault on another person in the Bus.	Rs 6,000/- along with handing over to police and Legal action if deemed necessary	Transport Manager with the approval of the concerned Dean & Registrar.
(h)	Damage to Transport property	Rs 6,000/- along with replacement of the damaged item(s) along with installation/ service charges	Transport Manager with the approval of the concerned Dean.

6 Transport Bus Pass/ID Card

- 6.1 Till the issue of the Bus Pass by the transport department, students must carry their receipt of the transport fee otherwise students will not be allowed to board the bus.
- 6.2 After verifying all the details of the students, the Transport Department will print the bus passes and issue them to the students.
- 6.3 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 regulations.
- 6.4 Students will be responsible for applying for the renewal of the bus pass before 15 days from the expiry date; otherwise, they will not be permitted to board the bus.
- 6.5 Bus pass cannot be transferred from one student to another. Transferring or sharing of a pass is prohibited. If such activity occurs, transport facility of both participating students will be discontinued with fine as per transport policy.

- 6.6 In case of loss or damage of bus pass issued by the University, student must report the matter in writing to Transport Department. In this case, the duplicate bus pass will be issued on payment of Rs. 100/-.

7 General Rules

- 7.1 The transport facility, on payment basis, is arranged by the University to facilitate the Day Scholars.
- 7.2 The transport facility is available for the full academic session and is optional for day scholars. Allotment is based purely on a first-come, first-served basis for students who undertake to abide by the transport regulations of the University.
- 7.3 The University reserves the right to frame, amend, revoke, repeal, and enforce the regulations as and when deemed fit. Students shall be well versed and updated with the amended regulations from time to time. The University shall not be bound or responsible to intimate each student separately in any manner regarding these changes.
- 7.4 Ragging, by law, is strictly prohibited. Any student who is traveling in the University bus found indulging himself / herself directly / indirectly in any activities like theft / ragging / fighting / quarrelling / use of abusive language / misbehave with fellow students, juniors / seniors or Staff members, shall be considered a serious misconduct /indiscipline and strict disciplinary action shall be initiated against him / her as deemed necessary or may be handed over to police for legal proceedings according to nature of offence for which entire responsibility lies on the concerned student.
- 7.5 The University has complete authority to inspect transport vehicles, including personal belongings, during transit or at any time on and outside the campus.
- 7.6 The University reserves the right to deny transport facility to any student on the grounds of misconduct or indiscipline.
- 7.7 Eve teasing and public display of affection are strictly prohibited in the University campus as well as during the transit. Any kind of violation will attract strict disciplinary action including expulsion from the University.
- 7.8 Use of any kind of intoxicants (like Drugs, Smoking, Drinking) Gambling, Playing Cards, Photography etc., are strictly prohibited in the University Campus as well as during transit. Students involved in any such act shall be liable for STRICT disciplinary action.
- 7.9 The students availing the transport facility shall be responsible for all the personal belongings and the University management is not responsible for theft / loss of property during travel in bus.
- 7.10 Students must reach at their respective stops at least 10 minutes before the scheduled time of the stop. Buses will run at the scheduled time except in case of traffic/technical problems.
- 7.11 Student(s) should board the transport vehicle from the assigned boarding point/location only. No student will be allowed to board or alight other than the allotted boarding point(s)/location(s).

- 7.12 Buses will stop only at designated stop. No request will be considered for inter mediatory stoppage.
- 7.13 Routes and boarding points are indicative and are subject to change based on circumstances.
- 7.14 The Boarding is entirely at risk of the student availing transport facility. The University management does not own any type of responsibility towards compensation of any nature whatsoever.
- 7.15 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.
- 7.16 The University will not be liable for any damage or loss of belonging(s) of the student while on board the transport vehicle or otherwise.
- 7.17 Students staying in the hostels are not permitted to travel in the buses
- 7.18 No one plays loud music, clapping, singing, loud talking in the bus is allowed.
- 7.19 In case of violation of any regulation or any instruction issued by the University Management, a penalty, in form of fine or cancellation of bus pass including expulsion from the University may be imposed on the student.
- 7.20 If any student want to discontinue the transport facility they has give one month prior written notice to the respective School Dean.
- 7.21 Changing of Bus is not normally allowed. However, prior permission will be given under special circumstances.

8 Refund and Withdrawal Procedure

- 8.1 Once student paid the Transport Fee is Non-Refundable, even if the student doesn't use the transport facility. The amount paid towards transport fees is not transferable to any other head of account.

MNR UNIVERSITY
Fasalwadi-502294, Sangareddy District, Telangana

Annexure – 1

UNDERTAKING

Certified that we have gone through the above Transport Regulations (From S.No. 1 to 08) and undertake to abide by the same in letter

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. I had also explained all these rules and regulations in appropriate language to my parent/s / guardian and they had understood all of them. 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 the Student

Name:

Mobile No:

Place:

Date:

Signature of the Father/Guardian

Name:

Mobile No:

Place:

Date: