



**Sree Narayana Gurukulam College of Engineering,
Kadayiruppu P O, Kolenchery**

Rules and Regulations to be followed by the passengers of College Bus

1. The staff and students those who desirous to avail the bus facility have to submit the **new application form** with a passport size photograph (to be pasted in the college bus pass) in the prescribed format.
2. Those who paid the fee as per the order then will be authorized for travel in college bus.
3. A bus Pass will be issued to the authorized bus users. It is to be carried in all times of journey. In case of loss of bus pass, the matter is to be reported to the faculty in charge without any further delay and to apply for duplicate pass.
4. **Fee for Bus Pass will be ₹100/-**. A fine of ₹150/- will be charged for duplicate pass. However the damaged passes will be replaced free of cost on surrendering the same.
5. All are to intimate the staff-in-charge in writing, at least a day in advance in case they wish to discontinue the facility at any time and they have to surrender the bus pass, failing which they will be considered as bus users and **normal dues/ fine** will be charged in their name.
6. In case they wish to recommence the use of the bus facility during same year term, they have to submit fresh application and a readmission fee of ₹1000/- will be charged in addition to the normal fee.
7. **Bus Journey Pass** should be purchased from college office prior to the commencement of the journey by **Non-Regular** bus users at the rate of ₹100/- per trip and ₹150/- for onward and return trip.
8. For inmates of college Hostel, journey pass for a concessional rate ₹100/- for to and fro journey during week end will be provided from College office/ Hostel warden.
9. Students are to follow the **dress code** while traveling in the college bus.
10. Students are to be in possession of valid **Bus Pass/ Journey Pass** while travelling in the college bus. Defaulters will be charged a fine of ₹500/-.
11. Passengers have to follow the **seating arrangement** promulgated in the college bus.
12. Students are permitted to **board/alight** only from the **allotted point**.
13. Change of boarding point will be permitted only on request from the parent/ guardian.


21.08.22
Principal