

## **INSTRUCTIONS TO THE PARENTS**

1. College reserves the right to modify, merge or cancel any proposed route(s) without assigning any reason.
2. The seats will be allotted on the **first come first serve** basis for every academic year through an application.
3. New routes/buses will be introduced subjected to the number of students and availability of buses. Decision of the institute will be final in this regard.
4. Request for the extension or diversion of route(s) and additional stops will not be considered for the existing buses/routes.
5. **Transport fee is non-refundable.**
6. Parents are requested to lodge their suggestions / requests / complaints with the Incharge, Students' Transport or Principal only. Arguing with faculty incharges / drivers leads to the cancellation of the transport facility.

## **INSTRUCTIONS TO THE STUDENTS**

1. Must possess College and Transport Identity Cards, and show the same to the faculty incharges /driver on demand.
2. Ragging and indecent behaviour is strictly prohibited.
3. To be in their respective bus stops at the scheduled time, chasing or forcing the driver to stop the bus is not permitted.
4. Activating loudspeakers of cell phones / I pods , clapping, whistling, shouting etc. are prohibited.
5. Should not keep hands / any other parts of the body out of windows.
6. Boys and girls must occupy separate seats.
7. Arguing with faculty incharges / drivers leads to the cancellation of the transport facility. If any suggestions/complaints, they must give in written to Dr. R.P. Chowdary, Associate Professor of Mechanical Engg.Dept & the Students' Transport I/C, CBIT only.
8. Any damage made to the seats, glasses or any other components of the bus (including writing with pens) will be charged double.
9. Must leave the bus immediately after reaching the college and are permitted to board again after 4.00 PM only.
10. Should not leave their belongings (Bags, Books, drafters etc.) in the buses.
11. In case of breakdown of the bus, student must follow the instructions of the incharge/driver or should make their own arrangement if alternative arrangement is not provided.

The students must follow the above instructions carefully and co-operate with the faculty incharges / drivers for smooth operation of the buses, failing which, the transport facility will be withdrawn and in such cases, the transport fee is neither refunded nor adjusted.

## **HOW TO APPLY & FEE DETAILS**

1. Submit the duly filled application form in the office of the In-charge, Students Transport Facility along with photographs(2) to allot the seat and obtain the challan form.
2. Transport Fee Can be paid **in any of the branches of ICICI BANK only** ,after obtaining the necessary challan from office. **Kindly do not pay the fee without submitting the application form.** After paying the fee through challan one copy should be handed over in the Students Transport Centre.
3. Transport fee is Rs.**19,300/-** for any route/stop for the academic year 2018-19. It is Rs.**14,800/-** in case of final year students.
4. Fee can be paid by demand draft also. it should be drawn in favour of **"CBIT- STUDENTS TRANSPORT ACCOUNT,"** only .
5. For RTGS-NEFT, S.B. Account No. **180401001283**, Name: Students Transport Account, CBIT; Bank: ICICI BANK, Branch: Financial District, **IFSC Code: ICIC0001804.**
6. In case of Payments made through **RTGS-NEFT/**, **the remittance slip with UTR Number should be submitted** to **The Students Transport Centre** immediately, failing which, the college is not responsible for any difficulties/consequences that may arise in future.
7. Separate Identity cards will be issued to the students applied for transportation.

## **CONTACT DETAILS**

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