



Ref. No. SU/BOM/1-7

Date 3/03/2024


## TRANSPORT RULES AND REGULATIONS

1. The transport facility cannot be claimed as a matter of right. It will be provided depending upon its availability on first come first serve basis. The student who wishes to avail this facility is required to pay the transport fee as prescribed by the University.
2. For payment of Transport Charges, the same is to be paid semester-wise, irrespective of the date of admission which needs to be paid in full for that particular semester.
3. Partial Transport Charges will not be accepted in any case by the University.
4. Once paid, the Transport Charges will neither be refundable nor transferable, even if the transport facility is withdrawn on the grounds of violating rules and regulations.
5. After deposit of transportation charges, the student needs to collect the Bus Pass within a week from the Transport Department immediately otherwise he/she will not be allowed to board in the University's Bus.
6. Student(s) should board the University's Bus from the assigned boarding point/location only. No student will be allowed to board or alight other than the designated boarding point(s)/location(s).
7. Routes and boarding points are indicative and are subject to change, based on circumstances.
8. Unless announced otherwise by the University, the normal timings for the University's buses will be follows:

(a)	Arrival in University campus	:	09.00 A.M.
(b)	Departure from University campus	:	04.00 P.M.
9. In case of any emergency, the University may engage the transport facilities of an outside agency.
10. The University has full authority to inspect the personal belonging(s) of the student(s) during transit or otherwise in or outside the University campus.
11. The University reserves the right to withdraw or change the allotted transport vehicle as deemed appropriate.

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**Registrar**  
**Sanskaram University**  
Kheri-Taluka, Patauda  
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12. 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 may incur a fine as per University rules.
13. The University will not be liable for any damage or loss of belonging(s) of the student while onboard the transport vehicle or otherwise.
14. Immediately on expiry of the bus pass, the students are required to renew or surrender their current bus pass from the Transport Department. Failure to do so will make the student liable to pay a fine as per University's rules.
15. Hostlers are not allowed to board the bus.
16. Disciplinary action will be taken in case of any kind of obscene activities in the bus.
17. No abuses of any kind with the driver and/or conductor will be accepted.
18. Maintenance of discipline is a prerequisite for availing the transport service of the University. The defaulting day-scholars who are availing the transport facility, shall be liable to the following fines/penalties for violation of rules :

Sr. No.	Act of Indiscipline	Fine/Penalty for Each Act of Indiscipline	Competent Authority to Take Action
(a)	Changing of Bus without permission	Disciplinary action as per University norms	Concerned Dean on recommendations of the Disciplinary Committee
(b)	Damage to transport property	Replacement of the damaged item(s) along with installation/service charges and suitable disciplinary action	Concerned Dean on recommendations of the Disciplinary Committee
(e)	Use of drugs/alcohol in the Bus.	Disciplinary action as per University norms	Concerned Dean on recommendations of Disciplinary Committee
(f)	Misconduct—uncivilized / objectionable / unwarranted behavior/ causing disturbance to others in bus.	Disciplinary action as per University norms	Concerned Dean on recommendations of Disciplinary Committee
(g)	Fighting with or assault on another person in Bus.	Disciplinary action as per University norms	Concerned Dean on recommendations of Disciplinary Committee
(i)	Using transport facility after expiry of Bus Pass	Charges as prescribed for the route and disciplinary action as per University norms	Transport Manager with the approval of the concerned Dean
(j)	Non submission of	Charges as prescribed	Transport Manager with

Application along with the Pass on or before the expiry date of Bus pass for the withdrawal of Bus facility	for the route and disciplinary action as per University norms	the approval of the concerned Dean
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## 19. Transport Management

- (a) The Transport Department of the University shall be responsible for managing the vehicle allocation during the academic year with a proper allotment of vehicles to the Faculty, Staff and Students including the boarding points etc. in general and destination.
- (b) The transport Department will be responsible for optimizing the transportation cost by creating, editing and deleting vehicle routes and the vehicle stops and pick-up/drop timing. Optimization of vehicle routes and capacity shall reduce vehicle maintenance expenses and fuel costs and avoid unauthorized trips.
- (c) The Transport Department shall prepare weekly/monthly reports and update the authorities of the University about vehicle utilization, fee payment, traffic rule violations, excessive stoppage etc.

## 20. Duties of Transport Officer

- (a) The Transport Officer shall coordinate with the Admissions Team to facilitate the students about the allocating of routes etc.
- (b) The Transport Officer shall manage the daily vehicle operations and pass standing instructions, if necessary, to all the vehicle drivers and vehicle in-charges.
- (c) The Transport Officer will be responsible for verifying and maintaining the papers and all mandatory documents such as Insurance, Pollution, Fitness etc., and their subsequent records in the given time interval in respect of each vehicle.
- (d) The Transport Officer will be solely responsible for maintaining the vehicle in proper running condition.
- (e) The Transport Officer shall be responsible for the arrangement of the University vehicles for the Industrial Visits/Training & Placement Activities/Co-curricular activities etc.

## 21. Duties of Staff In-charge

- (a) The Staff In-charge will be responsible to monitor the commencement and arrival of the vehicle as per the schedule notified.



- (b) The Staff In-charge will be responsible for checking the bus passes as well as Identity Cards periodically to ensure that no unauthorized student is traveling in the vehicle as well as to ensure that the students are traveling on the allotted route.
- (c) The Staff-In-charge shall ensure the maintenance of discipline and ensure that there should not be any ragging incidents.
- (d) In case of a breakdown of the vehicle or any other problem during the journey, the Staff In-charge will take the appropriate steps immediately and inform the Transport Officer.

## 22. Amendments of Transport Rules and Regulations

The University reserves the right to modify/cancel or amend all or any of these rules and issue supplementary rules or amended rules without prior notice and shall be applicable with the effect of notification of such amendments and the date on which the same is notified.

  
19/7/24  
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