

# TRANSPORT POLICY



**KGiSL** Institute of Technology

## **KGiSL INSTITUTE OF TECHNOLOGY**

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)

Recognized by UGC, Accredited by NBA (IT), NAAC with "A" Grade

365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore – 641035.



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## INSTITUTIONAL TRANSPORT POLICY

### INDEX

S.NO	TITLE	PAGE NO
1	OBJECTIVE	3
2	GENERAL GUIDELINES	3
3	FEE PAYMENT	4
4	TERMS AND CONDITIONS	4
5	ADMISSION AND CANCELLATION PROCEDURE	5

## TRANSPORT POLICY

### Objective

KGISL Institute of Technology, Coimbatore has made safe and secure transport arrangements for students and staff. The transport facility is available from Coimbatore, Erode, and Tirupur. All buses arrive at the campus by approximately **8:25 AM** and depart by **4:30 PM** (or as per scheduled college activities/events).

### General Guidelines

- Transport services are provided on a **payment basis** for day scholars.
- The facility is **optional** and valid for the **entire academic year**.
- Seat allotment is done on a **first-come, first-served** basis, subject to adherence to the Transport Office's rules and regulations.
- The Transport Office reserves the right to **formulate, modify, or enforce** regulations, which will be updated on the college website.
- The Transport Office holds the authority to **inspect personal belongings** at any time during transit, within or outside campus premises.
- The Transport Office reserves the right to **deny transport services** to students in cases of misconduct or indiscipline.
- **Strictly prohibited** during transit: Use of intoxicants (drugs, smoking, drinking), gambling, playing cards, unauthorized photography, etc. Violators will face **strict disciplinary action**.
- The Transport Office is **not responsible** for the loss or theft of personal belongings during travel.
- Students must arrive at their respective bus stops **at least 5 minutes** before the scheduled departure.
- Students travel **at their own risk**, and the Transport Office does **not bear any liability or compensation** in case of incidents.
- In the event of a **mechanical breakdown**, alternative arrangements will be made without extra charges.
- Routes and pickup points are predetermined by the Transport Office and are **subject to change**.
- Students must **occupy their bus seats 5 minutes before** the bus departs from campus.
- Traveling without payment will result in a **fine of ₹1000** for the first offense. Repeat offenses will be treated as regular enrollment, and the student will be charged the **semester transport fee plus fine**.
- Students must carry their **Transport ID card** during transit. Failure to do so will result in a **₹200 fine** each time.

- Students will be held liable for **any damage** caused to the vehicle/property, individually or jointly, and may face disciplinary action.
- **Hostellers** are not permitted to use college buses unless specifically authorized by the Transport Office.
- Activities like hooting, clapping, singing, loud talking, or playing music (except with earphones) are **not allowed** on the bus.
- **Violation** of any transport rules may lead to a **fine or cancellation of the bus pass**.
- Lost/stolen ID cards can be **reissued for ₹200**.

### Fee Payment

- Transport fees are charged **annually** and must be paid in **June** each year.
- **Final-year students** undergoing internships may pay for **one semester** with prior HoD approval.
- Payments can be made via **online or cash**.
- Full payment is required; **no partial or installment payments** will be accepted.
- The transport fee is **non-refundable**, except for students who withdraw during the **first semester**.
- If transport is canceled due to rule violations, the **fee will not be refunded**.
- Transport charges are **subject to annual revision**.

### Terms and Conditions

- Bus passes are valid from **July to June** of the following year.
- For final-year students paying for one semester, passes are valid from **July–December or January–June**.
- In exceptional cases, validity may be reviewed by college management due to **course duration restructuring**.
- Students must submit an **undertaking signed by a parent/guardian**.
- Once the fee is paid, **route changes require prior approval** from the Transport Office.
- A new ID card for route change will be issued upon receiving **parental consent** and payment of **₹100**.
- Transport ID cards are **non-transferable**. Sharing/transferring will lead to **cancellation of privileges** for both parties.
- Reproducing or altering the ID card is a **serious violation** and will result in disciplinary action.

- Transport passes may only be obtained from the **Transport Office** and **not to be exchanged or sold** elsewhere.

## **Admission and Cancellation Procedure**

### **Admission**

- Students can enroll for transport at the **Transport Office**.
- Routes and boarding points can be selected from available options only.
- Allotment depends on **seat availability** on the chosen route.
- Route confirmation is done **after payment** at the accounts section.
- Students must collect their **Transport ID card** from the Transport Office by submitting the **signed application form** and **payment receipt**.

### **Cancellation**

- Cancellation requests must be submitted to the **Transport Office**.
- Requests are accepted only at the **end of the academic year**, subject to clearance of any dues.
- Final approval will be given **upon return** of the Transport ID card to the Transport Office.