



**MARIAN COLLEGE OF ARCHITECTURE AND PLANNING, MENAMKULAM, KAZHAKUTTAM,
THIRUVANANTHAPURAM
APPLICATION FOR TRAVELLING IN COLLEGE BUS**

ACADEMIC YEAR :

1	NAME	
2	ADMISSION NUMBER	
3	SEMESTER AND BRANCH	
4	NAME OF FATHER WITH PHONE No.	
5	NAME OF MOTHER WITH PHONE No.	
6	NAME OF GUARDIAN WITH PHONE No.	
7	PRESENT ADDRESS OF THE STUDENT	
8	BOARDING POINT	
9	AMOUNT REMITTED	

INSTRUCTIONS TO STUDENTS

1. The students who want to use the College transport facility should apply for the same in the prescribed form at the beginning of the academic year.
2. The boarding/dropping point should be given clearly in the application form.
3. The bus pass issued to students will be valid for one academic year.
4. The Management/Principal can cancel the bus pass at any time without prior notice.
5. The transport fee should be paid in the beginning of the year and the fee once paid will not be refunded under any circumstances.
6. The bus fee will be notified every year and is subject to change depending on the hike in the cost of fuel and other operating costs.
7. The students using the College bus facility should carry the bus pass and produce the same at any time if demanded by the Driver or the staff of the College.
8. The bus pass is only meant for travelling in the College bus and this will not ensure a seat for any student in the bus.
9. Travelling on the footboard of the bus is punishable.
10. The bus will not wait for any student and, hence, they should reach the bus stop at least 5 minutes before the scheduled time for arrival of the bus.
11. Those travelling without the bus pass will be fined an amount of Rs. 100/- each time and, if necessary, disciplinary action will be taken.
12. Those who travel in the College bus without remitting the required bus fee will be liable to pay an amount equal to one and a half times of the maximum bus fee payable for journey between the College and final destination.
13. The students should not change the boarding/dropping point or routes without proper permission of the Bursar/Principal and such request will not be entertained during the middle of the semester.
14. Strict discipline should be maintained inside the College bus failing which his/her bus pass will be cancelled and disciplinary action will be taken against him/her.

Declaration by the student : I have read the above instructions carefully and hereby agree that I will abide by the instructions without fail.

Name & signature of the student:

Class:

Date:

Signature of Parent/Guardian:

FOR OFFICE USE – Details of Bus fee remitted

Amount Rs. Receipt No.dated Boarding point

..... Bus Route No.