



Guidelines for availing Transport Facility, 20.....

1. Preliminary Guidelines

- 1.1 Read carefully all the Guidelines for availing transport facility and other information provided in the Admission Prospectus and supplements (if any) before applying for transport facility of the KLR INSTITUTIONS.
- 1.2 A candidate must check the availability of a route and location from the Counseling and Admission Department, before opting for the same.
- 1.3 For applying for transport facility, duly filled in Form - H (Undertaking Form for Transport Facility) signed by the candidate is to be submitted along with the Application Forms for admission, made available in the Admissions Office or on web portal www.klr.ac.in.
- 1.4 A candidate shall be himself responsible to obtain, read and understand the Admission Prospectus with supplements/amendments (if any) and further to keep himself informed for the latest updates, clarification, rectification, amendment etc., that the Management may provide from time to time, by referring either to the Notice Board of the Counseling and Admission Department at the KLR INSTITUTIONS or to the web portal www.klr.ac.in.
- 1.5 A candidate, once admitted, as a student of the KLR INSTITUTIONS, shall abide by all the provisions of the KLR INSTITUTIONS and University, Statutes, Ordinances, Regulations, Rules, Orders, Instructions, Information, Guidelines, Manuals, Code, Circulars etc. in force and as amended from time to time (hereinafter jointly referred to as "the Provisions") of and/or framed by KLR INSTITUTIONS and Sponsoring Trust and their Institutes, Schools, Departments, Divisions, Centres, other constituent units, establishments and facilities including hostels, transportation etc. and concerned authorities, officers, assigns and employees (hereinafter referred to as "KLR INSTITUTIONS").
- 1.6 The Management will be at liberty to impose any penalty or any disciplinary action(s) on the student being found guilty of, any sort of misconduct or indiscipline or disobedience or malpractice within or outside the precincts of the Institution, or any act which is detrimental to the interest of KLR INSTITUTION. The University, in such case, may discontinue his/her programme and stay in the Institution and he/she shall not be entitled for any refund of admission fee, hostel fee, bus fee and any other fee / charges paid to KLR INSTITUTIONS and he/she shall also be liable to pay the pending fee, dues, penalty, etc.
- 1.7 The Management reserves the right to frame, amend, revoke and repeal the Provisions and to provide and/or withdraw any facility at any time at its discretion.
- 1.8 The Management may make mandatory the submission of any certificate or document of the students before or at the time of allotment of transport facility or afterwards, for the purpose of allotment or otherwise, as decided by the Management.
- 1.9 The Management reserves the right to amend or rescind any matter provided in the Admission Prospectus and other related documents at any point of time, as deem necessary without notice or assigning any reason. For any clarification/dispute, the decision of the Chairman of the Institution shall be final and binding on all concerned.
- 1.10 Anything which has not been expressly provided for and for the interpretation of any clause of the Admission Prospectus and for any matter related to the admissions, the decision of the Chairman of the Institution shall be final and binding on all concerned.
- 1.11 Any amendment in the Guidelines may be put on the notice board of Counseling and Admission Department or the Web Portal (www.klr.ac.in) and no separate intimation will be provided.
- 1.12 Any error(s) or omission(s) is/are to be exempted.
- 1.13 The terms "he", "him" and "his" include the feminine gender also.

2. Allotment of Transport Facility

- 2.1 Transport facility is on annual basis and open to all admitted students.
- 2.2 Transport facility of KLR INSTITUTIONS will be optional for all students.
- 2.3 All the rights of permission to avail the transport facility are reserved with KLR INSTITUTIONS and can be denied to any student. No student shall be entitled to claim this facility as a matter of right.
- 2.4 The candidate can seek the transport facility, by filling the Undertaking Form for Transport Facility, after he gets admission in the programme of KLR INSTITUTIONS and will have to deposit the prescribed transport fee and other incidental charges forthwith.
- 2.5 Transport facility will be on *First Come First Serve* basis.
- 2.6 Routes and pick up points are subject to change from time to time.
- 2.7 Transport facility will be provided till the end of the regular academic session. For availing transport facility after the end of academic session including regular exams, additional proportionate transport fee will have to be paid by the student, subject to the availability of transport facility.

3. Provisional Registration

- 3.1 Provisional registration is compulsory for availing the transport facility.
- 3.2 Amount paid (to be paid) for provisional registration, shall be a part of the annual transport fee of the first year.
- 3.3 Any candidate, if desires, may deposit the entire first year transport fee at the time of provisional registration for the transport facility.
- 3.4 Candidates applying for all programmes, except programmes with admission criteria of Entrance test/GD/Interview, will be required to pay Rs. 5,000/- at the time of submission of the Form – H (Undertaking Form for transport Facility).
- 3.5 Demand draft or Pay Order in favour of the concerned KLR INSTITUTION, Payable At Kothagudem / Paloncha
- 3.6 Provisionally registered candidates for transport facility will have to deposit the annual transport fee within one week after the close of Provisional Registration and candidates enrolling for programme having Entrance Test/GD/Interview as admission criteria will have to pay the full transport fee after the display of the merit by the stipulated date for payment of tuition fee..

4. Payment of Transport fee

- 4.1 Refer to the separate head '**Transport Fee**' for the transport fee details.
- 4.2 Candidates whose name appears in the list

- (a) who have already paid for provisional registration at the time of submission of Form-H (Undertaking Form for Transport Facility), will have to deposit the balance of the first year transport fee (i.e. total first year transport fee – amount paid for provisional registration) within three days after the display of the merit list.
 - (b) who have not paid for provisional registration at the time of submission of Form-H (Undertaking Form for Transport Facility), will have to deposit the entire first year transport fee within three days after the display of the merit list.
 - (c) who have already deposited the entire first year transport fee at the time of provisional registration, need not to pay at the time of transport allotment.
- 4.3 Candidates allotted seat other than on merit basis (i.e. vacant seats filled on *First cum First Serve* basis), if any, will have to deposit the entire first year transport fee at the time of allotment of transport facility.
- 4.4 Transport fee must be deposited by the stipulated date, failing which the transport facility allotted may be declared as vacant and the transport facility will be offered to the next candidate in the waiting list. No correspondence or appeal in this regard will be entertained.

5. Refund Policy

5.1 In case of cancellation of admission to programme due to non-fulfillment of the prescribed eligibility & admission criteria

- (a) A candidate, who could not qualify the prescribed eligibility examination, can apply on cancellation of his admission can apply for the refund within one week after the close of Provisional Registration.
- (b) A candidate, whose name could not appear in the merit for admission to a specific programme of KLR INSTITUTIONS, can apply for refund within one week after the display of the merit list.
- (c) In the above cases (a) & (b), the amount already deposited by the candidate on account of the first year transport fee, if any, after deduction of Rs. 2500/- as Processing and Handling Fee may be refunded.

5.2 In case of withdrawal of Transport facility

- (a) In case a candidate withdraws from availing the Transport facility before the start of session and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission, the total amount deposited by the candidate on account of transport fee after deduction of 50% of the Provisional Transport Registration Charges i.e. Rs. 2,500/- will be refunded.
- (b) In case a candidate withdraws within two weeks after start of the session and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission, the total amount already deposited by the candidate on account of first year transport fee, after a deduction of Rs. Rs. 5,000/- as payment for provisional registration may be refunded.

5.3 In case of non-availability of Transport facility

The amount already deposited by the candidate on account of the first year transport fee, if any, may be refunded.

5.4 Procedure of refund

- (a) Application Form for refund can be obtained from the Counseling and Admission Department at the Campus.
- (b) Complete Application Form for refund is to be submitted to Coordinator (Refund), Counseling and Admission Department, KLR INSTITUTIONS
- (c) Refund will be made only after the candidate has surrendered the original fee receipt, ID card (if already issued) and any other document as required by KLR INSTITUTIONS at the time of refund.
- (d) After the start of the session, no application for refund will be entertained, except as provided under earlier clauses under the Refund Policy.
- (e) A candidate admitted to the programme of KLR INSTITUTIONS, by default, who in fact has been found ineligible or unfit later on, his admission shall be cancelled and such a candidate will not be entitled for the refund of any fee or any other compensation by KLR INSTITUTIONS.
- (f) If in any case, the candidate has knowingly or willfully concealed or suppressed any information /fact or found impersonating a candidate or found using any fraudulent means for getting the admission to KLR INSTITUTIONS, which renders him/her ineligible for the admission, the candidature of such a candidate shall be cancelled at any stage or will be liable to disciplinary action(s) as decided by the management and/or as per the law of land. Such a candidate will not be entitled for the refund of any fees or any other compensation by the Management.
- (g) Refund, if any, will be made through the account payee cheque only.
- (h) In case the Management decides to withdraw any programme, then the total amount deposited by the candidate will be refundable, after the decision of withdrawal of the programme.

6. Conditions of availing transportation

- 6.1 KLR INSTITUTIONS may provide transportation facilities, at its own or through any other arrangement, as decided by KLR INSTITUTIONS.
- 6.2 Unless otherwise provided, a student shall avail the transport facility for the full academic session (i.e. one year) and if due to any reason he withdraws this facility during the academic session, he shall be liable to pay the fee and other charges for full academic year. A student cannot stop paying the transport fee and other charges on the plea that he/she has stopped availing the transport facility.
- 6.3 All students availing the transportation facilities of KLR INSTITUTIONS shall faithfully carry out the instructions issued by the authorities from time to time.
- 6.4 KLR INSTITUTIONS may discontinue the transport facility of a student, if any of the statements made by him are found to be incorrect, and he shall be liable to such other disciplinary action and /or penalty as may be decided upon by KLR INSTITUTIONS, notwithstanding legal action under the law of the land. In such case, the fee deposited by me shall be forfeited.
- 6.5 The student shall board the bus/vehicle from the assigned boarding point/location only and on being found of boarding from another route, he shall be liable to face any disciplinary action and/or penalty to be taken by the Management.
- 6.6 The student shall be liable to pay for any damage caused to the bus/vehicle or otherwise either alone or jointly with others and, to face any disciplinary action.
- 6.7 The student shall carry the bus/vehicle identity card all the time while boarding the bus/vehicle.
- 6.8 The concerned authorities and any employee or person of KLR INSTITUTIONS shall not be liable for any damage, loss, accident and/or mishapening caused during the transit time.
- 6.9 The student shall make the required adjustments for his transport facility as per the specific requirements of the concerned authorities for a

specific time period due to any reason, whatever it may be.

6.10 The concerned authorities and KLR INSTITUTIONS shall be entitled to carry out the inspection of the students in the bus/vehicle at any time.

6.11 A student who has not paid for availing the transport facility, if found traveling by KLR INSTITUTIONS bus/vehicle at any time shall be fined for an amount equal to five times of the transport fee prescribed for an academic session.

6.11 Ragging/indiscipline/misbehavior/hooliganism etc. are strictly prohibited. Any student found guilty of indulging in or abetting ragging/indiscipline/misbehavior/hooliganism etc. during traveling in the bus/vehicle or otherwise, shall be liable to face any strict disciplinary action including the discontinuation of his transport facility and expulsion/rustication from KLR INSTITUTIONS and any other legal action under the law of land.

7. Transport Fee (to and fro)

7.1 Details of transport/bus fee

Sr. No.	Route	Transport fee (in Rs.) per academic session
1.	KOTHAGUEDEM	Rs.6,800
2.	PALONCHA	Rs.5,800
3.	SARAPAKA	RS.8,800

7.2 All type of transport fee and charges and the various facilities as prescribed by the University are subject to revision/change from time to time.

7.3 Subject to minimum Rs.2000-5000 yearly increment depending upon the distance.