

‘LIFE’ – Cycle Project

Guidelines for distributing bikes/cycles in Kalady campus

1. Distribution point will be arranged in the two wheeler shed adjacent to the Utility Centre. Distribution of bicycles will be managed by a staff or a security staff.
2. Duration of permissible time for keeping a bike/cycles:
 - a. Day scholar : 8 a.m. – 8 p.m.
 - b. Hosteller : 48 hours (2 days consecutively)
: 8 a.m. – 9.30 a.m. (Return / renewal time)
: Next allotment will be after 48 hrs on availability of the bikes& need to ensure that bikes shall be distributed equally to all students.
3. It is essential to ensure that bikes shall be distributed equally to all students
4. In order to facilitate proper management & distribution of bikes, a small amount of fines shall be imposed to those who return the bike late.

Late (in hrs.)	Fine (in Rs.)
a. Upto 1 hr.	: 10
b. 1 – 3	: 20
c. 3 – 6	: 30
d. 6 – 9	: 40
e. 9 – 12	: 50
f. 12	: 100

5. Registration and declaration are mandatory for use of bikes in the campus.
6. Attested copies of identity cards shall be submitted along with the registration for and the same shall be verified at the time of receiving application form
7. Damages shall be levied from the person whom the bike has been distributed.
8. A maximum of 40% of bikes/cycles shall be reserved for hostellers.
9. Bikes/cycles shall be issued only against each id and shall be restricted to one.

10. Bikes/cycles are meant for the usage of students within the university campus. No students can take the bikes/cycles issued by the university outside the university compound. If any such cases are reported:

a. An amount shall be levied from the person to whom the bike was issued;
and

b. The student shall become ineligible to get the bikes issued in future.

11. Rules and the “Bikes/Cycles Maintenance Policy” laid down by the university shall be made applicable, from time to time.

‘LIFE’ – Cycle Project
Sree Sankaracharya University of Sanskrit

Form No.

Registration Form

Name	
Name of the programme	
Duration of the programme	
Student ID card No.	
Contact Number Alternative Number	
Email ID	
Address as in the University identity card	

Declaration

I hereby agree that,

- i. I shall follow the rules and regulations laid down by the university in connection with managing and maintaining bikes/cycles, from time to time.
- ii. I shall pay for the damages to the bikes/cycles if any occurred under my custody, as fixed by the university.

Place:

Name of the student

Date:

Signature of the student

Verified by the Head of the Department:

Signature and Seal

Office Purpose

Register No. :

Allocation No. :

Any Other Remarks :

Signature & Name of
Sanctioning Officer :