मुख्य कुलानुशासक कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज—211004 (भारत)

Office of the Chief Proctor
Motilal Nehru National Institute of Technology Allahabad
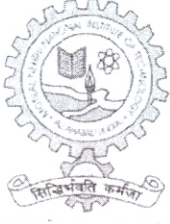Prayagraj-211004 [India]

Ref. No. ...81....../CP/2024

Dated: 07.08.2024

Coordinator, Computer Centre

Please upload the attached information [Vehicle Rules for Students & Application form for Parking Pass (Red Pass), (Fresh Pass/Renewal)] in the Student Notice Board of Institute Website and in webpage of Chief Proctor Office at http://www.mnnit.ac.in/swo/chief proctor.php.

Pramod 07/08/2024

[Dr. Pramod K. Yadav]
Chief Proctor

Chief Proctor
M N National Institute of Technology
Allahabad, Prayagraj-211004

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Office of the Chief Proctor
Motilal Nehru National Institute of Technology Allahabad, Prayagraj
(An Institution of National Importance under Ministry of Education, Government of India)

Motilal Nehru National Institute of Technology Allahabad, Prayagraj

Vehicle Rules for students

The below given rules shall apply to all students of the Institute including JRF/ SRF/ Project Staff and married research scholars (residing in the Residential Campus of the Institute).

For Hostellers: As per point no. 37 of hostel rules of Hostel Booklet, possession/ use of motorized vehicle in the Institute and hostel premises is strictly banned for the hostellers. Any student not obeying the same will be severely punished and may be even terminated from the Institute.

For Day Scholars (including JRF/ SRF/ Project Staff):

A Day Scholar/ JRF/ SRF/ Project Staff may be issued a Vehicle Parking Pass (Red Pass) to park his/her motorized vehicle at the "Designated Parking for Day Scholars JRF/ SRF/ Project Staff" near Ganga Gate of the Institute. He/she shall not be allowed to use motorized vehicle within Institute campus.

For married research scholars residing in Residential Campus: A married research scholar residing in Residential Campus may be given a Vehicle Parking Pass (Red Pass) to park his/her motorized vehicle at the parking near to their department only.

Procedure for issuance of Vehicle Parking Pass: As per the Notice No. 01/CP/2023 dated 18.01.2023 of Chief Proctor Office, the following procedure has been notified for availing Vehicle Parking Pass-

All day scholars are hereby informed that it is mandatory to get Vehicle Parking Pass (Red Pass) for parking their vehicle inside the specified area of the Institute campus. For making / renewal of the Vehicle Parking Pass the following documents are required to be submitted in Chief Proctor Office:-

1. *Application form*
2. *Institute Identity Card*
3. *Driving License*
4. *Registration Certificate (RC) of Vehicle*
5. *Fee submission slip of Bank (fee to be paid in Student Welfare Fund)*
6. *Affidavit of vehicle owner (in case vehicle is not in the name of student)*
7. *Undertaking by student*
8. *Vehicle insurance papers of the current year*

Note 1:- Affidavit must be to the effect that-
   A. *Vehicle Owner is allowing the student to come to Institute by declared vehicle only.*

B. In case of any incident inside or outside the Institute campus, the vehicle owner will be fully responsible and will bear the cost on his own.

C. The insurance papers of the vehicle are valid on the date of application and in the event of expiry of insurance during the period of the validity of Vehicle Parking Pass (Red Pass) fresh insurance papers shall be submitted to the Chief Proctor Office by the student otherwise the Vehicle Parking Pass (Red Pass) shall be deemed cancelled from the date of expiry of insurance.

Note 2:- Undertaking by the student to the effect that-

A. I understand that the Vehicle Parking Pass (Red Pass) is only provided to park the vehicle near the entrance of the Institute and I shall not allow anyone to drive the vehicle brought by me.

B. I have submitted valid insurance papers of vehicle with this application and in the event of expiry of insurance during the period of the validity of Vehicle Parking Pass (Red Pass) fresh insurance papers shall be submitted to the Chief Proctor Office by me otherwise the Vehicle Parking Pass (Red Pass) shall be deemed cancelled from the date of expiry of insurance

The procedure laid down in the Notice No. 01/CP/2023 dated 18.01.2023 shall also apply to JRF/ SRF/ Project Staff and married research scholars residing in the Residential Campus of the Institute.

Fee: A fee of Rs. 150/- to be paid in Student Welfare Fund.

Late Fee: A late fee of Rs. 500/- shall also be applicable, if applicant fails to submit his/her complete form in Chief Proctor Office within 10 (ten) days of physical registration in each academic year (odd semester).

Penalty: The Chief Proctor shall be authorized to penalize any student/ JRF/ SRF/ Project Staff, found either in possession of motorized vehicle in the Institute campus (except for designated parking place) or driving/ pinion sitting during surprise checking in the following manner:-

1. First time violation   : Rs. 2,500/-
2. Second time violation   : Rs. 5,000/-
3. Third time violation   : Rs. 10,000/- (and the student will also face the Proctorial Board)

Other important points:

1. No vehicle will be allowed to enter the Institute Campus for picking/ dropping the students inside the Institute.

2. For some special genuine cases, on the recommendation of the concerned Supervisor and Head of the Department, a day scholar/ JRF/ SRF/ Project Staff (only for divyang or medical condition) may be allowed to be picked/ dropped by a motorized vehicle by a family member or driver in front of his/her department. A Vehicle Parking Pass (Red Pass) may be issued for the same to be affixed in the Vehicle and showing of ID card shall be compulsory for both. Approval for family member / driver shall be required to be obtained in advance. No vehicle will be permitted to remain parked in the campus after picking/ dropping.

3. A maximum of two Vehicle Parking Passes may be issued to a student/ JRF/ SRF/ Project Staff/ married research scholar (residing in residential campus). However, he/she will have to apply for both passes separately.

4. Validity of the Vehicle Parking Pass (Red Pass) shall be till 30th June of the academic year in which the pass is issued. However, any student registering after 1st January would be issued Vehicle Parking Pass with validity until 31st December (extended till June of next year for final year students) of the year.

Instructions for using and parking Cycle: Being environment friendly and good for health, the Institute encourages the use of Cycle in the campus. Hence, no parking pass is required for parking cycle in the hostel as well as in the designated parking of respective department. However, it is mandatory to properly lock the cycle while parking.

Penalty for cycles found in unlocked condition: If any cycle will be found without proper lock, the same will be seized by the Institute Security and a penalty of Rs. 300/- shall be imposed.

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Office of Chief Proctor
Motilal Nehru National Institute of Technology Allahabad
Prayagraj – 211004 [India]

Application for Parking Pass (Red Pass) [Fresh Pass / Renewal] (tick the relevant)

1.	Name of Student:	
2.	Registration No. & Contact No.	
3.	Programme:	
4.	Department:	
5.	Vehicle Number & Type (2-wheeler / 4-wheeler) for which pass is applied:	
6.	For Renewal	Mention previous pass number:
7.	Driving License No.	
8.	Do you have Vehicle Parking Pass for any other vehicle, if so, mention pass number :	

I am aware that I am not allowed to use motorized vehicle within Institute campus. If I am found in the Institute campus either in possession of and/or driving a motorized vehicle, I will be fined as per Institute Rules. I am also aware of the fact that my **No Dues Certificate** will not be processed/ issued by the Office of Chief Proctor, if I fail to return the issued **Parking Pass (Red Pass)** on the expiry of validity period.

(Signature of Student)

Recommended/ Not Recommended

(Head of the Department)

For Office Use

Ms./Mr……………………………………………Registration No……………….., a student of …………………… in the Department of…………………………..…. is being issued **Parking Pass (Red Pass) No.** …………… for Vehicle Registration No. …………………………for parking in assigned parking space, which is Valid up to……………..

[Chief Proctor/Proctor (Girls)/Proctor (Boys)]

CP-02

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प्रयागराज – 211004

Office of Chief Proctor
Motilal Nehru National Institute of Technology Allahabad
Prayagraj – 211004 [India]

<u>Undertaking for Vehicle Parking Pass</u>

A. I .... Registration No.....................................
understand that the Vehicle Parking Pass (Red Pass) is only provided to park the
vehicle near the entrance of the Institute and I shall not allow anyone to drive the
vehicle brought by me.

B. In case of any incident inside or outside the Institute campus, the vehicle owner
will be fully responsible and will bear the cost on his own.

C. I have submitted valid insurance papers of vehicle with this application and in the
event of expiry of insurance during the period of the validity of Vehicle Parking
Pass (Red Pass) fresh insurance papers shall be submitted to the Chief Proctor
Office by me otherwise the Vehicle Parking Pass (Red Pass) shall be deemed
cancelled from the date of expiry of insurance.

Signature :

Date:

Name of Student:

Vehicle No.:

Registration No.:

Programme :

Department :

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