1. Students not interested in using the college bus facility have to submit an application to the Registrar, CDGI, duly forwarded by the Dean of the respective school before the starting of the odd semester, indicating their intention of not using bus facility.

2. The students not interested to avail the college bus facility should indicate the mode of transport they propose to use to reach the college daily.

3. Application from students for exemption of bus fees will not be entertained after 15 days of starting of the odd semester of their respective classes.

4. Students using two wheelers should submit a xerox copy of their driving license and registration card along with their application.

5. Students using two wheelers should wear helmets compulsorily.

6. Students not using bus facility should obtain a vehicle entry form from the Senior Supervisor Mr. Umang Neema of the Maintenance department and maintain it.

7. Students using two wheelers should make entries in the designated register everyday while entering the main gate of the campus.

8. Students not using bus facility should get the vehicle entry form signed by the security guard everyday while entering the main gate of the campus.

9. The exemption of bus fees will be given to only one student for each two wheeler.

10. Exemption of bus fees shall not be given to the pillion rider.

11. Students using two wheelers should park it at the designated place allotted for parking.

12. Any student found using the bus facility after submitting an application for not availing the same should pay bus fees for that semester.