

# **THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD – 500007**

## **GUIDELINES FOR USE OF CAMPUS BICYCLES**

The students and staff (teaching and non-teaching) of the University can use the 'Free Bicycle Facility' which has been recently launched by the Vice Chancellor to promote an environment friendly mobility on the campus.

The following are the designated parking spaces:

- i) Mah Laqa Bai Chanda Hostel for Women
- ii) Basheer Hostel for Men
- iii) Gate Number 2

The following are the guidelines for the use of the bicycles:

1. Bicycles numbered 1-10 and stationed at Gate No.2 alone are allowed to be taken out of the campus and to be deposited to the same gate within two hours. It is the responsibility of the user to ensure that the bicycle is not damaged and is returned in the same condition.
2. A user is allowed to take a bicycle by depositing his/her original identity card with the security personnel at the parking place. In case the user does not return the bicycle after two hours, she/he will not be allowed to avail the free bicycle facility thereafter. In case the bicycle is damaged, it is the user's responsibility to get it repaired immediately to the satisfaction of the authorities. In case the bicycle is lost or is beyond repair, the user should either replace the bicycle with a new one or pay the market price of the bicycle.
3. A student user has to provide details of their Programme/Department, Hostel room number, mobile number and other contact details.
4. A user should enter his/her name and sign in the register kept with the security personnel, and record the time of borrowing of the bicycle. When the user returns the bicycle, she/he has to sign in the register and note the time.
5. Each user can avail this facility for only two hours a day between 6.00 a.m. and 6.00 p.m.

By order

**REGISTRAR**