

**STANDARD OPERATING
PROCEDURES**

**FACILITIES MANAGEMENT
TRANSPORT FACILITY**

Dr. N.S.A.M. First Grade College

Bangalore-64

FACILITIES MANAGEMENT

TRANSPORT FACILITY

Transport Facility – students

- Dr. N.S.A.M. First Grade College provides transport facility (Bus facility) to the students of adjoining areas This covers a radius of 30 kilometers around the college.
- The transport facility is provided by an external service provider (ESP) namely SPR Travels, No.276, 12th A Main Road, 6th Block, Rajajinagar, Bangalore -10.
- There are 7 buses that are operated on the various routes by SPR travels.
- The day to day operations and regular maintenance is undertaken by the ESP as per the agreement signed.
- Additionally, the one bus that has been acquired by the college is maintained by the college authorities. The driver for this bus is an employee of the institution.
- Students have to deposit the transport fee (bus fee) at the account counter at the time of admission or registration). The amount will be fixed/revised at the beginning of the academic year.
- There is no provision to pay bus fee in installments. The students who want to avail bus facility in between the session will have to pay full bus fee.
- Disciplinary action would be taken against students who are not availing the bus facility but found travelling in bus will be charged with full bus fee as fine.
- The bus users have to use the bus route number which is allotted to them by the bus in-charge; they cannot change or use bus by their own choice. To change the pickup or drop point, bus users have to take permission from transport in-charge.
- Bus facility will be provided to the students during regular semester schedule and also during the university examination days.

- The Principal is authorized to take decisions on providing of transport facility during special events/ extension of class hours/ special classes scheduled on holidays. This will be conveyed to the students in advance.
- Students are expected to follow the code of conduct as per the college guidelines when traveling in the buses.
- In case of complaints against any student for in disciplined behaviour, the college is authorized to take action as per the discipline policy.

Transport Facility – faculty

- Faculty are provided the facility of a tempo traveler. Faculty who require the same can avail of these services.
- This service is provided free of charge for teachers.
- The transport facility is provided by an external service provider namely SPR Travels, No.276, 12th A Main Road, 6th Block, Rajajinagar, Bangalore -10.
- The day to day operations and regular maintenance is undertaken by the ESP as per the agreement signed.
- Transport facility will be provided to the faculty during regular semester schedule and also during the university examination days.
- The Principal is authorized to take decisions on providing of transport facility during special events/ extension of class hours/ special classes scheduled on holidays.


PRINCIPAL
Dr. N.S.A.M FIRST GRADE COLLEGE
Yelahanka, Bangalore - 560 064.