



**NITTE**  
EDUCATION TRUST

**Dr. NSAM  
FIRST GRADE COLLEGE**

## **Dr. N.S.A.M. FIRST GRADE COLLEGE**

# **STANDARD OPERATING PROCEDURES**

## **FACILITY MANAGEMENT- TRANSPORT**

## **Dr. N.S.A.M. FIRST GRADE COLLEGE**

Krishnarajapura Village, Shivakote Post, Bengaluru – 560 089

### **STANDARD OPERATING PROCEDURE**

#### **FOR**

### **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 partly provided by an external service provider (ESP) namely SPR Travels, No.276, 12<sup>th</sup> A Main Road, 6<sup>th</sup> Block, Rajajinagar, Bangalore -10.
- The college has 2 buses of its own and 6 buses 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.
- 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.
- 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.
- 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 undisciplined behaviour, the college is authorized to take action as per the discipline policy.
- The Principal is authorized to take decisions on providing of transport facility during special events/ extension of class hours/ special classes scheduled on holidays.

#### **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.
- Transport facility will be provided to the faculty during regular semester schedule and also during the university examination days.
- The transport facility is provided by an external service provider namely SPR Travels, No.276, 12<sup>th</sup> A Main Road, 6<sup>th</sup> Block, Rajajinagar, Bangalore -10.

#### **Operation and Maintenance**

- The day to day operations and regular maintenance of the buses provided by ESP is undertaken by the SPR travels as per the agreement signed.

- College bus is maintained by the college staff assigned the responsibility of being the transport in charge, on regular basis as and when necessary.
- For regular servicing of the college buses, a vendor, KHT ELITE(A Division of KHT Agencies (P)Ltd.) No. 305, 5<sup>TH</sup> Main, 2<sup>nd</sup> Cross, 4<sup>th</sup> Phase, Peenya Industrial Area, Bangalore, is identified by the transport incharge in consultation with the Principal and the account section.
- Overall supervision of the college transport is done by the transport incharge.



**PRINCIPAL**  
Dr. N.S.A.M. First Grade College  
Sy. No. 21, Krishnarajapura Village,  
Shivakote (P) Hesaraghatta Hobli,  
Bangalore-560 089

FACILITY MANAGEMENT-TRANSPORT