



## TRANSPORT COMMITTEE STANDARD OPERATING PROCEDURE (SOP)

### Academic year 2016-2017

The committee members has discussed on the following aspects and made necessary suggestions

1. Administer and schedule transport facility for students and staff to various routes.
2. Daily supervision of the bus route operations is mandatory to maintain punctuality.
3. The fleet of buses should reach the Institute on or before 9.00 A.M and leave after 4.30 P.M.
4. The Conduction of review meeting with transport committee members takes place once in a semester.
5. Providing free bus facility to all the staff and non-teaching staff.
6. Providing 50% concession in bus fares for the wards of staff and non-teaching staff.
7. Providing additional transport facility to students/staff that are staying in the campus beyond working hours for placements/projects.
8. Arranging transport facility for students and staff for any educational tour, sports meet, competitions and social service activities etc.
9. Conduction of review meetings on inclusion of new routes (or) extension of existing routes.
10. Purchase of new buses and sending required proposals to the management.



  
Principal  
PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437