



TRANSPORT COMMITTEE STANDARD OPERATING PROCEDURE (SOP)

Academic year 2020-2021

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. The transport in-charge will take care in organizing bus routes on a regular basis.
3. Daily supervision of the bus route operations is mandatory to maintain punctuality.
4. The fleet of buses should reach the Institute on or before 9.00 A.M and leave after 4.30 P.M.
5. The Conduction of review meeting with transport committee members takes place twice in a semester.
6. Providing free bus facility to all the staff and non-teaching staff.
7. Providing 50% concession in bus fares for the wards of staff and non-teaching staff.
8. Providing additional transport facility to students/staff that are staying in the campus beyond working hours for placement/project of course activities.
9. Arranging transport facility for students and staff for any educational tour, sports meet, competitions and social service activities etc.
10. Conduction of review meetings on inclusion of new routes (or) extension of existing routes.
11. Purchase of new buses and sending required proposals to the management.
12. Sanitizing all the Buses at regular intervals of time to maintain best hygiene conditions.



Principal

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