



ADITYA COLLEGE OF PHARMACY(A)

(An Autonomous Institution)

Approved by PCI, New Delhi, *Permanently Affiliated to JNTUK, Kakinada

Accredited by NAAC A Grade and CGPA of 3.24

Recognized by UGC Under Sections 2(f) of the UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P

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TRANSPORT COMMITTEE STANDARD OPERATING PROCEDURE

Academic year 2024-2025

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

1. Sanitizing and cleaning of all buses at regular intervals of time to maintain the hygienic conditions.
2. Daily supervision of the bus route operations is mandatory to maintain the punctuality
3. The fleet of buses should reach the institution on or before 9.AM and leave after 4.PM
4. The conduction of review meeting with transport committee members takes place twice in a semester
5. Providing free bus facility to staff and non- teaching staff.
6. Providing 50 % concession in bus fares for the wards of staff and non-teaching staff of Aditya group of educational institutions.
7. Providing additional transport facility to the students and staff who are staying in the campus beyond working hours for placement and project work.
8. Arrange transport facility for students and also to staff for any educational tour, sports meet, social service activities.
9. Displaying driver route map and stages points inside the bus.
10. Plans to see that at least one faculty must travel in the student bus to maintain display in the bus.
11. Administer and schedule transport facility for the students and staff to various routes.



J. Anirudh

Principal

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437