

SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

S.R.M. NAGAR, KATTANKULATHUR – 603 203.

Regulations to be followed by the Commuters in the College Bus

1. The bus coordinators are supposed to ensure maintenance of discipline and to monitor the behavior of students during the time of travel.
2. The Seating arrangement in the bus for girls, boys and staff members should be as follows.

Front Rows	:	Girl Students
Middle Rows	:	Staff Members
Rear Rows	:	Boy Students

The bus coordinator should ensure that the above is followed strictly.

3. The bus coordinators should ensure the commuters are with valid pass and unauthorized persons need not be allowed to travel in the bus.
4. The collection of money from students for any reason is not permissible.
5. The bus coordinators are advised to impress the commuters to be at their respective stop 5 minutes before the bus timing to avoid the retaining of bus for their arrival causing further delay to reach the college.
6. The coordinators to ensure calm atmosphere and good ambience to make the travel to be useful in other ways. Students are not permitted to play music loudly but using earphones may just be allowed.
7. It was also clearly indicated the commuters can travel only in the allotted route bus and should not travel in other buses.
8. The staff members who have not given their application form duly filled to use the college bus are not supposed to travel in the bus.
9. The commuters should follow strictly the boarding points as per the notification issued by the General Manager, Transport, SRM IST and should not request the driver to stop the bus for their convenience.
10. The commuters are travelling in one route in the morning but using another route for return which is not permissible and the commuters should cooperate in this regard for smooth running of the transport.
11. If a student in need of availing bus at the middle of the semester, he can be accompanied only if there is any vacancy in a particular route.
12. In case of change in residential address of commuters at the middle of the semester, they can be accompanied only if there is any vacancy in a particular route.

INSTRUCTIONS:

1. Bus Fee is Rs.70,000/-. DD in favor of "VALLIAMMAI SOCIETY" payable at Chennai.
2. Seats will be allotted subject to availability.
3. Bus fee once paid will not be refunded/adjusted under any circumstances.
4. Campus arrival/departure time at 07.45 AM/04.15 PM.
5. Regulations to be followed by the Commuters in the College Bus.
6. Bus facility form available in the office.

By Order