

College of Engineering Adoor

Instruction / Guidelines for College bus service

Dated 6th Feb 2023

Hon. Deputy speaker (KLA) Shri. Chittayam Gopakumar MLA has allotted a college bus to us utilizing the MLA LAD Fund. The bus is delivered to us and service to start after proper documentations and formal flag off. As per the orders of IHRD, running / service of institutional buses to be entrusted to the PTA concerned

The executive committee of the Parent Teacher association that met on 31.1.2023 discussed the matters concerned with operating the new college bus. The committee after due discussions and deliberations took the following decisions.

1. The PTA is hereby entrusted with the operation and maintenance of the college bus including the financial aspects. However the owner ship will be vested with the Principal
2. A four -member committee is established, with Prof. Santhosh T (Assistant Professor of ME) is the staff in charge of college bus and the convener, to monitor the day-to-day operation of the college bus. The Principal, the convener& ministerial staff of purchase section, member from PTA exe committee constitute the managing committee for day to day matters. Service of PTA staff (Hostel manger) also will be utilised.
3. The college bus will ply between the campus and Kottarakkara, with the evening halt at Kottarakkara. The bus will pass by the KSRTC depot, high school junction in Adoor town enroute to the campus in the morning and enroute to Kottarakkara in the evening.
4. The driver salary is fixed at Rs 600/- per day along with a travel allowance of Rs 60/- per day. (Since the bus is not parked in college premises)
5. **Students and staff can commute in the college bus on buying a bus pass worth Rs 2500/- per semester.**
6. All the first year /LET students joining the institute from the next academic year onwards (2023-'24) are required to pay a bus maintenance fee of Rs 2500/- at the time of admission. Such students will be allowed to utilize the bus services for free during their first semester at the college in return.
7. The students or staff can avail the college bus facility on payment of a minimum amount of Rs 3500/- for the first 60 km (total running km) and Rs 35/- per km thereafter. Such trips will not be allowed on regular instructional days. The services will be permitted only as per the Govt norms in force.
8. The regular service of bus will be limited to normal working days of students and examination dates

Sd/-Principal````

Copy to PTA office /College office/ HODs

To Notice board and circulation among staff and students