



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by **NAAC** with "A" Grade.
Recognised by UGC under section 2(f) &12(B)
Approved by **AICTE** - New Delhi
Permanently Affiliated to **JNTUK, SBTET,**
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/SA/09/2021-22/02

Date: 06.09.2021

Orders of the principal dt. 06.09.2021

CIRCULAR

Sub: Rules for traveling in the SITE Buses-reg.

Ref1: Letter dt.06.09.2021 from Dr T V Rama Krishna, Coordinator, IQAC

Ref2: AQAR-7.1.10. The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard

The following rules shall apply for traveling in the SITE Buses

1. Users are eligible to travel only in the allotted route. In case a change of routes is desired, a new pass may be obtained from the transport in – charge.
2. Seat numbers, if allotted, would be done on a first come first serve basis. A seat is not guaranteed to all the users.
3. A list of seats reserved for the staff members would be notified and the students should occupy those seats, only if they are vacant.
4. Students must carry the bus pass issued and their Identity Cards, without which they will not be allowed to board the buses.
5. Students found traveling without a bus pass or their Identity Card would be fined Rs.20/-
6. Students found traveling without paying the bus fee would be fined Rs.500/-
7. The bus timings at any stop may vary by a maximum of five minutes from the scheduled arrival timings.
8. In case of any inconvenience or any complaints, the users may approach the Transport in-charge. Users must not argue with the bus supervisors, drivers and cleaners.
9. Making noise, indecent behavior, ragging or causing inconvenience of any sort to co-passengers would be viewed very seriously. Students found to indulge in such activities, would be barred from using the college transport and their fee paid would be forfeited.

10. A complaint/ suggestion book is available with the Transport 1/C and Transport Supervisor. Users are welcome to lodge their complaints or give their suggestions.

11. Rules framed are at the discretion of college authorities and the users are expected to comply with any changes made or new rules added from time to time.

12. **Students will not be allowed to enter the college without Hand sanitizer and face mask.**

13. Usage of Laptops in buses is prohibited.

CC To

- Mail & Hard copy to: Hon'ble Chairman, SITE
- Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
- Mail & Hard copy to: PA to Principal
- Mail & Hard copy to: Director
- Mail & Hard copy to: HoDs., CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H /MS
- Mail & Hard copy to: Exam/Section/Automation/Library/IQAC/AO/Transport Section
- Mail to: All faculty members
- Mail to: All student members

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