



Standard Operating Procedure (SOP) Transport Services at MAHE Bengaluru Campus

OBJECTIVE:

Bus facility to Faculty, students & staff from various parts of the Bangalore city to the MAHE BLR campus. The buses are safe and comfortable for transportation.

SCOPE:

The transport process ensures smooth functioning of buses on timely basis and ensures proper functioning of the transport system.

RESPONSIBILITY:

Transport facility is managed by office of the DDGS MAHE BLR Campus. Pick and drop facility is arranged as per university timings.

PREFERENCE:

1. First Preference Will be given to the students.
2. If there is any vacancy, then the facility will be extended to MAHE employees and later for outsourced employees.

PROCESS FOR BUS BOOKING:

1. The faculty, staff & students will have to approach the Transport Supervisor or office of the DDGS situated at 1st floor AB4 block MIT Building.
2. Details related to bus booking will be shared by Transport Supervisor.
3. Bus routes will be shared by the Transport Supervisor.
4. Payment link (only for students) will be shared by Transport Supervisor to the students for necessary payments based on the routing.

GUIDELINES:

1. All the students, Faculty and staff should be in their boarding point before 10 minutes of their pickup point. Bus will not wait for any reason for any delay.
2. All the faculty, students and staff should display their ID card daily before boarding the bus.



3. The students, faculty & staff should not celebrate birthday parties & festivals in the bus.
4. Never stop the bus anywhere except at the designated points. Bus Services are provided for the commutation between designated pickup point to university and back only. Do not deviate or stop the bus en route for any personal reasons.
5. Students and staff should follow the instructions of the Transport Supervisor.
6. While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
7. Scuffling, fighting, smoking, alcoholic beverages and using obscene language in the bus are strictly prohibited.
8. The bus users must use the bus route number, which is allotted to them by the Transport Supervisor. They cannot change or use the bus by their own choice. To change the pickup and drop point, bus users must take permission from the Transport Supervisor through email communication with proper approvals from the office of DDGS.
9. In case the vehicle stops at an unscheduled spot, please inform Transport Supervisor immediately.
10. Be vigilant and alert throughout the journey. Stay alert of the route. Take care of your personal belongings in the bus. Avoid expensive or noticeable jewellery. University is not responsible for your personal belongings.
11. Whenever there is any traffic violation by the driver, inform Transport Supervisor about the same.
12. Inform Transport Supervisor if you observe any strange person sitting along with the driver and do not board the vehicle.
13. In case of vehicle breakdown during the journey, please report the same immediately to the Transport Supervisor.
14. Please ensure you alight yourself only inside the campus while you are reporting to campus and board the bus only at the designated boarding point inside the campus premises.
15. Do not encourage the driver to play loud music in the bus.
16. Do not involve in unnecessary conversations.
17. Do not instigate the driver for speeding the bus.
18. Do not call bus driver for any unscheduled pickup and drop even in case of emergency.
19. Do not tip the driver in any way and do not get involved with the drivers in any financial support.



20. Do not drive the bus. All commercial vehicles are to be driven by a person who holds valid "Transport Badges" from the competent authorities.
21. Do not engage with drivers in any verbal/physical altercations in case of any conflicts. Please report it to the Transport Supervisor.
22. Do not make any verbal complaints about the driver while you are on travel. Please report to concerned Transport Supervisor about driver and vehicle maintenance etc.
23. Do not alter the sequence of drop or pickup of the scheduled route.
24. In case of change in vehicle or route, do not travel without authentication by the Transport Supervisor.
25. Be alert to anything abnormal and be confident, do not panic.
26. Ensure the driver keeps to well used roads and avoid deserted areas.
27. Co-operate with Transport Supervisor by answering their tracking calls.
28. In case of complaints against any commuters for indiscipline behaviour, the bus driver will report immediately to the Transport Supervisor and disciplinary actions will be taken against the defaulter by the university.
29. University has the rights to change the pickup and drop points, timings and routing list.

Team Lead: Vinod. G		Escalation Matrix			
SL No	Name	Designation	Level	Contact No.	Mail id
1	On Call	Transport Supervisor (Service Provider)	L1		-
2	Srinivas	Transport Supervisor	L2	9742144666	transport.maheblr@manipal.edu
3	Ashok	Facility Manager	L3	9902092123	ashokkumar.t@quesscorp.com
4	Vinod G	Admin (MAHE)	L4	9902787023	vinod.g@manipal.edu
5	Basawaraj Kuppasad	DDGS (MAHE)	L5	-	basawaraj.sk@manipal.edu



Bus Routes - Pickup and Drop time with Rates - Students.

Sl. NO	Route-1: Bannerghatta /IIM-B Boarding Point	Pickup Time (Arrival Time 8:45AM)	Approx Drop Time (Departure Time 5:00PM)	Charges/Semester (Rs.)
1	IIM- B	7:00AM	6:50PM	22,500
2	Rainbow Hospital	7:02AM	6:45PM	22,500
3	J.P. Nagar	7:05AM	6:40PM	22,500
4	Banashankari	7:15AM	6:35PM	22,500
5	Jayanagar 4th block	7:20AM	6:30PM	20,000
6	Rashtreeya Vidyalaya Metro (Lalbagh west gate Metro station)	7:25AM	6:25PM	20,000
7	Shanthinagar Bus Terminal on double road	7:35AM	6:15PM	20,000
8	Richmond Circle	7:40AM	6:10PM	18,750
9	Cricket Stadium	7:45AM	6:05PM	18,750
10	Cubbon Park Metro Station	7:48AM	6:00PM	18,750
11	GPO	7:50AM	5:55PM	18,750
12	Palace cross	8:00AM	5:45PM	18,750
13	Mekhri Circle	8:12AM	5:40PM	17,500
14	Gangenahalli Market (CBI)	8:14AM	5:35PM	17,500
15	Hebbal	8:15AM	5:30PM	17,500
16	Kogilu Cross	8:25AM	5:15PM	12,500
17	PPS Ford Junction	8:30AM	5:10PM	12,500



Sl. NO	Route-2: Koramangala /Indiranagar/Domlur Boarding Point	Pickup Time (Arrival Time 8:45AM)	Approx Drop Time (Departure Time 5:00PM)	Charges/Semester (Rs.)
1	National Games Village	7:10AM	6:45PM	22,500
2	BDA Park (Domlur Road & 100ft Road Junction underpass)	7:15AM	6:32PM	20,000
3	Indiranagar 100 Ft. Road	7:20AM	6:30PM	20,000
4	KFC / Pai- International	7:23AM	6:28PM	20,000
5	(Opp. G.G. Hospital)	7:26AM	6:25PM	20,000
6	(Opp. New Horizon School)	7:30AM	6:20PM	20,000
7	Koramangala Double Road (Beginning of Indira nagar ring road)	7:33AM	6:15PM	20,000
8	Lake Side Medical Hospital	7:40AM	6:10PM	18,750
9	Opp Coles Park Milk Booth	7:43AM	6:05PM	18,750
10	Canara bank on Nandidurga Road	7:46AM	5:58PM	18,750
11	Indian Bank, Nandidurga Road	7:49AM	5:55PM	17,500
12	Mekhri Circle	8:00AM	5:50PM	17,500
13	Gangenahalli Market	8:03AM	5:45PM	17,500
14	Hebbal	8:06AM	5:43PM	17,500
15	Esteem Mall	8:10AM	5:38PM	16,250
16	Kodigehalli Signal	8:12AM	5:35PM	16,250
17	Byatarayanapura Bus Stop	8:15AM	5:32PM	16,250
18	GKVK	8:18AM	5:28PM	16,250
19	Jakkur	8:21AM	5:25PM	15,000



20	Petrol Bunk Yelahanka Old town (Near Cafe coffee day)	8:23AM	5:20PM	12,500
21	Kogilu Cross	8:25AM	5:15PM	12,500
22	PPS Ford Junction	8:30AM	5:10PM	12,500
Sl. NO	Route-3: Agara Junction : HSR Layout Boarding Point	Pickup Time (Arrival Time 8:45AM)	Approx Drop Time (Departure Time 5:00PM)	Charges/Semester (Rs.)
1	Agra Junction	7:00AM	6:50PM	18,750
2	Iblur Junction	7:02AM	6:43PM	18,750
3	Shobha Onyx	7:04AM	6:38PM	18,750
4	Bangalore Central mall	7:10AM	6:33PM	18,750
5	Sakra Hospital	7:15AM	6:28PM	18,750
6	Prestige Tech Park	7:20AM	6:25PM	18,750
7	Nalli Silk saree, Marathahalli	7:25AM	6:20PM	18,750
8	Kartik Nagar bus stand	7:28AM	6:18PM	18,750
9	Shoppers Stop, Doddanakundi	7:31AM	6:15PM	18,750
10	More Mega store, Mahadevapura	7:34AM	6:12PM	18,750
11	KR Puram Railway station	7:40AM	6:07PM	18,750
12	Tin Factory Bus Stand	7:43AM	6:05PM	18,750
13	Kasturi nagar	7:46AM	6:00PM	18,750
14	Ramamurthy Nagar Bridge	7:48AM	5:56PM	18,750
15	Horamavu Junction after the Bridge	7:50AM	5:52PM	18,750
16	Babusapalya (Ganesha Temple)	7:52AM	5:48PM	18,750



17	Babusapalya Bus Stand	7:54AM	5:45PM	18,750
18	Kalyan nagar bus Depot (Kammanahalli)	7:56AM	5:41PM	17,750
19	Hennur Bus stand	8:00AM	5:38PM	17,750
20	HRBR layout, Near the Park on Ring Road	8:03AM	5:35PM	17,750
21	Nagavara Signal	8:06AM	5:30PM	17,750
22	Veeranna Palya, Lumbini Gardens	8:08AM	5:28PM	17,750
23	Hebbal Bus stand (Flyover Bus Stop)	8:13AM	5:25PM	17,750
24	Kogilu Cross	8:23AM	5:15PM	12,500
25	PPS Ford Junction	8:28AM	5:10PM	12,500
Sl. NO	Route-4: RR Nagar Boarding Point	Pickup Time (Arrival Time 8:45AM)	Approx Drop Time (Departure Time 5:00PM)	Charges/Semester (Rs.)
1	Rajarajeshwari Nagar Gate Mysore Road	6:50AM	6:45PM	22,500
2	Nayandanahalli Metro Station	6:55AM	6:40PM	22,500
3	Deepanjali Nagar Metro Station	6:58AM	6:38PM	22,500
4	Atthiguppe Bus Stop	7:00AM	6:36PM	22,500
5	Vijayanagar TTMC	7:03AM	6:34PM	20,000
6	Maruthi Mandira	7:06AM	6:32PM	20,000
7	Manovana Park, Vijayanagar bus stand	7:10AM	6:30PM	20,000
8	Magadi Road tollgate	7:12AM	6:26PM	18,750
9	Warrior Bakaery, Shivanahalli	7:15AM	6:23PM	18,750
10	Navarang Circle	7:20AM	6:20PM	18,750
11	Rajajinagar 1st block	7:22AM	6:17PM	18,750



12	Kuvempu Metro Station	7:25AM	6:12PM	18,750
13	KC General Hospital (Malleswaram)	7:27AM	6:10PM	18,750
14	18th Cross Bus Stop	7:30AM	6:08PM	18,750
15	Yeshwanthpura circle	7:35AM	6:03PM	18,750
16	Sadashiv Nagar Police station	7:38AM	5:58PM	17,500
17	Devasandra circle, MS Ramaiah College/Hospital	7:40AM	5:54PM	17,500
18	BEL Circle	7:45AM	5:48PM	17,500
19	BEL Market	7:47AM	5:46PM	17,500
20	Gangamma Circle	7:50AM	5:43PM	17,500
21	MS Palya	7:55AM	5:38PM	16,250
22	Jelly Machine, Devi Circle	8:00AM	5:35PM	16,250
23	Attur layout Bus Stop	8:04AM	5:30PM	16,250
24	Dairy Cross Yelahanka New town	8:06AM	5:28PM	16,250
25	RWF	8:08AM	5:24PM	15,000
26	Puttenahalli	8:10AM	5:22PM	15,000
27	Ramanashree California	8:12AM	5:20PM	15,000
28	NCC Appartment	8:14AM	5:18PM	15,000
29	Nagenahalli	8:16AM	5:15PM	15,000
30	Harohalli Bus Stop	8:18AM	5:13PM	12,500
31	Gantiganahalli Bus Stop	8:20AM	5:10PM	12,500



Sl. NO	Route-5: Whitefield Boarding Point	Pickup Time (Arrival Time 8:45AM)	Approx Drop Time (Departure Time 5:00PM)	Charges/Semester (Rs.)
1	Whitefield bus stop	6:45AM	6:35PM	22,500
2	Hopeform Signal	6:50AM	6:30PM	22,500
3	ITPL Signal	7:00AM	6:25PM	22,500
4	Hoodi Signal	7:10AM	6:20PM	20,000
5	Garudachar palya bus stop	7:15AM	6:15PM	20,000
6	Tinfactory bus stop	7:20AM	6:10PM	20,000
7	Kasturinagar ring road	7:25AM	6:04PM	18,750
8	Ramamurthy nagar signal	7:30AM	6:01PM	18,750
9	Horamavu signal	7:35AM	5:58PM	18,750
10	Babusapalya Bus Stop	7:40AM	5:55PM	17,500
11	Kalyan nagar Bus Stop	7:45AM	5:52PM	17,500
12	Hennur signal	7:50AM	5:48PM	17,500
13	Nagavara signal	7:55AM	5:45PM	17,500
14	Thanisandra bus stop	8:00AM	5:40PM	16,250
15	Hegde nagar barathi city	8:05AM	5:36PM	16,250
16	Sampigehalli Bus Stop	8:08AM	5:33PM	16,250
17	Ittige Factory	8:11AM	5:30PM	15,000
18	Reva College	8:15AM	5:25PM	15,000
19	Kattigenahalli	8:18AM	5:20PM	12,500
20	Dwarakanagar	8:21AM	5:16PM	12,500



21	Baglur Cross	8:25AM	5:13PM	12,500
22	PPS Ford Showroom	8:30AM	5:10PM	12,500

Note:

1. The transport fees is leviable per semester and payable in advance in one installment.
2. The transport fee once paid will not be refundable.
3. Increase in fuel prices may necessitate a revision in the transport fees.
4. Transport fees are based on the travel distance to the Campus:


Km Slab	Amount (INR) per semester
00 - 05	₹ 12,500.00
05 - 10	₹ 15,000.00
10 - 15	₹ 16,250.00
15 - 20	₹ 17,500.00
20 - 25	₹ 18,750.00
25 -30	₹ 20,000.00
30 - 35	₹ 22,500.00



Transport Fee: Students with valid enrollment number.

Step 1: Log in to SIS Portal [student/Parent login] login ID [Enrollment number] and Password [DOB]

<https://sis.manipal.edu>



MANIPAL
ACADEMY of HIGHER EDUCATION
(Deemed to be University under Section 3 of the UGC Act, 1956)

Student Information System(SIS) has been conceived to meet the information needs of the students/parents of the **Manipal Academy of Higher Education. Only bonafide students/parents of Manipal Academy of Higher Education are eligible to use the services offered here.**

Please login to SIS portal, click on the link '**Fee Kart**' and pay your academic fee online.

Student/Parent login

Registration No. Enter
registration no

Date of birth BT
(dd/mm/yyyy) Enter date of birth

L A Z 3

Enter verification code

Sign in

Designed and Developed by Department of Digital and Information Technology, Manipal Academy of Higher Education



Step 2: Click on Fee KART --->

Fee kart

Online payment options :

Transaction type	Convenience charges		
	Atom payment gateway	Paytm payment gateway	HDFC payment gateway
Debit Cards : 0 to Rs 2000	0%	0%	0%
Debit Cards : above Rs 2000	0.9%	0.75%	0%
Credit cards	0.85%	0.8%	0.85%
Paytm wallet	--	1.7%	--
Net Banking	Rs 8 per transaction	Rs 7 per transaction	Rs 8 per transaction
Net Banking (SBI)	--	Rs 5 per transaction	--

Select relevent fee type :

Step 3: Transport Facility Fee--->

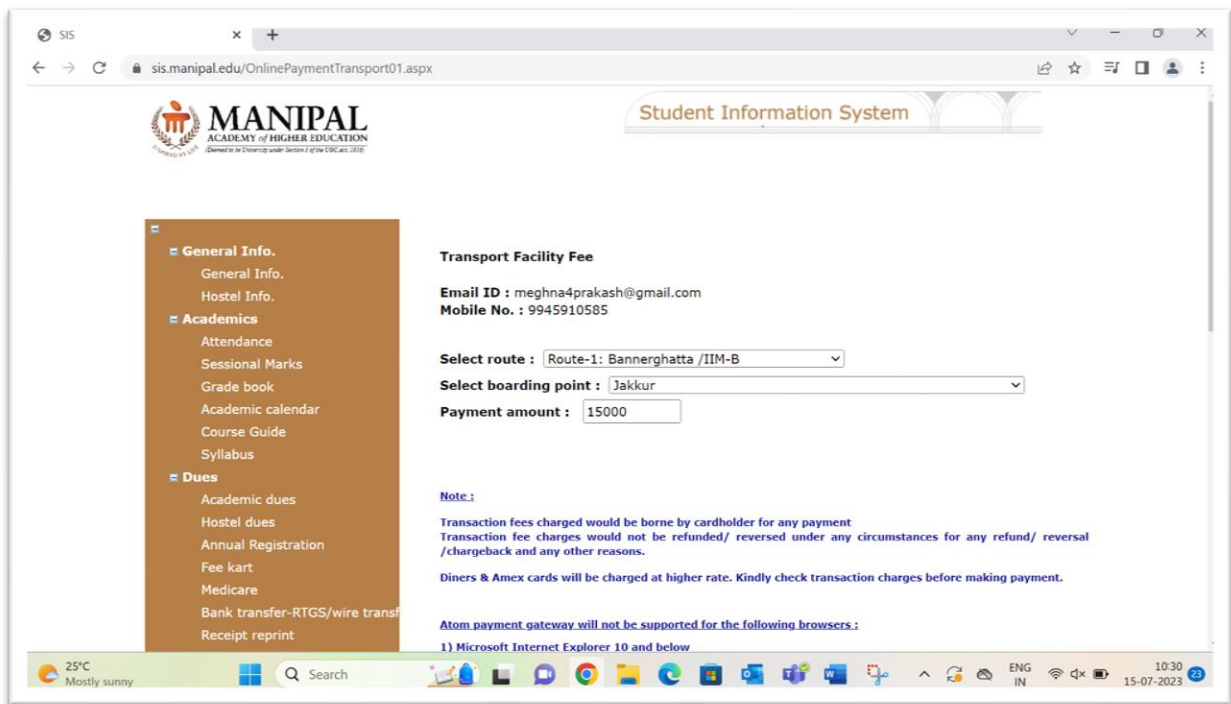
Select relevent fee type :

- Tuition and Other Fees
- Casual/Re-registration fee
- Certificate fee
- Exam fee
- Internal improvement fee
- Transcript fee
- Personal paper seeing fee
- Library dues
- Laboratory dues
- Karnataka Medical Council registration fee
- Postage/Courier charges
- Duplicate ID Card
- Hostel fee
- Mess fee
- Guest Charges
- Above 10,000 Himalayan Environmental Workshop
- Transport Facility Fee

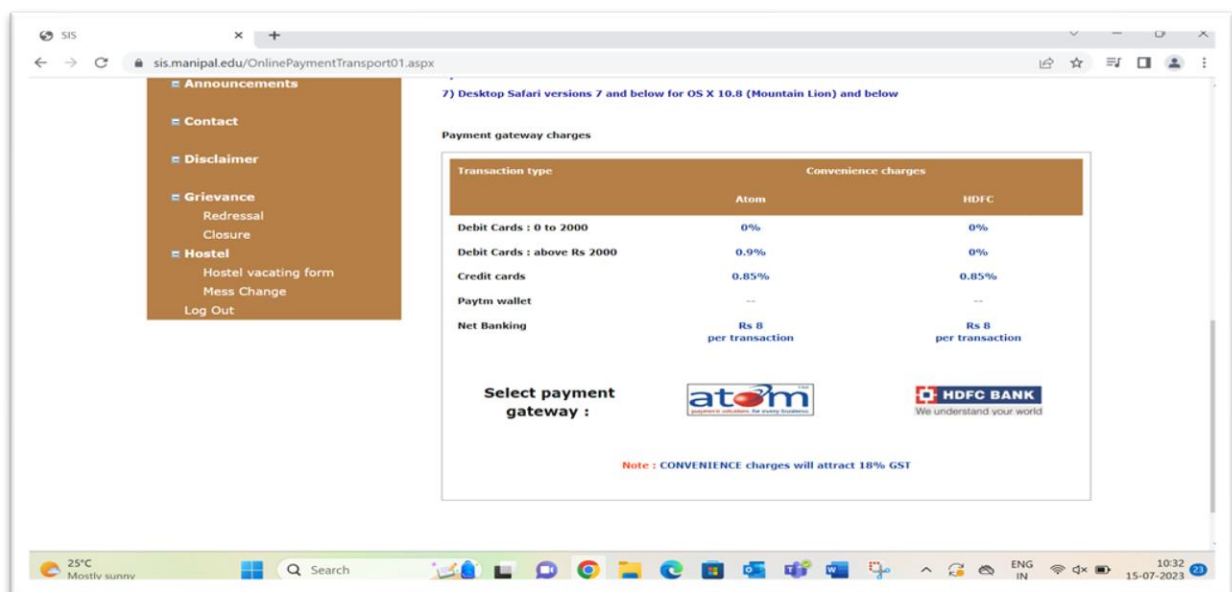
Continue



Step 4: Click Continue ----->Select route----->Select boarding point-----> Payment amount will reflect automatically.



Step 5: Click on payment mode.





NTD DATA Payment Services

PAYMENT MODE

- Debit Card
- Net Banking
- Pay Using UPI ID/VPA
- Credit Card
- EMI

Debit Card

Debit Card Number: 01 2023 CVV /

Name On Card

Bank Name

Billing Details

Mobile Number Email Id

Cancel Pay Now

By clicking Pay Now you are agreeing to Terms & Conditions

Amount Payable

₹ 22500.00

MANIPAL ACADEMY OF HIGHER EDUCATION IV

Transaction Id : PGA00197633

25°C Mostly sunny Search 10:33 15-07-2023

Step 6: Once payment is successful, please take screenshot and share the same to transport.maheblr@manipal.edu email address.