



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 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.
30. All students who have paid the transportation fees will be issued with bus pass.
31. Students are requested to collect the bus pass at the office of transport [Security Block, Gate No.1, - 1st floor].
32. All the students should display their Bus pass daily before boarding the bus, this is mandatory. And students are required to follow the rules and regulations. *"Help us to serve you better"*.

Team Lead: Vinod. G		Escalation Matrix			
SL No	Name	Designation	Level	Contact No.	Mail id
1	Srinivas	Transport Supervisor	L1	9742144666	transport.maheblr@manipal.edu
2	Madhu J	Transport Executive	L1	8019784797	transport.maheblr@manipal.edu
3	Vinod G	Admin (MAHE)	L2	9902787023	vinod.g@manipal.edu
4	Basawaraj Kuppasad	DDGS (MAHE)	L3	-	basawaraj.sk@manipal.edu

Note:

1. The transport fees is leviable per semester and payable in advance in one instalment.
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 to 05	13,750
06 to 10	16,500
11 to 15	17,875
16 to 20	19,250
21 to 25	20,625
26 to 30	22,000
31 to 35	24,750
36 to 40	27,250

Transport Fee: Students with valid enrolment number.

Step 1 : Log in to MU SLcM. <https://slcm.manipal.edu/>

Step 2: Select Application Tab on top.

The screenshot shows the MANIPAL SLcM website interface. The navigation menu at the top includes 'Admission P...', 'Academics ...', 'Financials', 'Application' (highlighted in red), 'Application ...', and 'More ▾'. Below the navigation, the breadcrumb path is 'My Home Page / Application'. The main content area is titled 'Application' and lists several options: 'No Dues Request', 'Apply for Branch Change', 'Apply for Audit Subjects', 'EMI Application Status', and 'MAHE Student Wi-Fi Service Request'. The background image shows a group of students walking on a campus.

Step 3 : Select fee payment option.



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

Admission P... Academics ... Financials **Application** Application ... More ▾

- Form
- Re-Registration
- RTGS-Payment Course Fee
- Hostel Fee Payments
- Transport Fee Payments**
- Apply for Certificate

Step 4: Select route and boarding point.

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

Admission P... Academics ... Financials **Application** Application ... More ▾

My Home Page / Application / Transport Fee Payments

Application

- No Dues Request
- Apply for Branch Change
- Apply for Audit Subjects
- EMI Application Status
- MAHE Student Wi-Fi Service Request

Transport Payment

Routes Category: -- Select Route --

- Select Route --
- BANNERGHATTA /IIM-B
- KORAMANGALA /INDIRANAGAR/DOMLUR
- AGARA JUNCTION : HSR LAYOUT
- RR NAGAR
- WHITEFIELD
- BEL CIRCLE
- REVA COLLEGE
- HEBBAL ESTEEM MALL
- DAIRY CROSS YELAHANKA NEW TOWN

Boarding Point: -- Select Route --



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

Admission P... Academics ... Financials Application Application ... More ▾

My Home Page / Application / Transport Fee Payments

Application

Transport Payment

No Dues Request

Apply for Branch Change

Apply for Audit Subjects

EMI Application Status

MAHE Student Wi-Fi Service Request

Routes Category: BANNERGHATTA /IIM-B

Boarding Point: IIM-B

Amount: 22500.00

Payment

Step 5: Select payment click on agree button and submit.

Announcement

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

My Home Page

Applicatio

No Dues Requ

Apply for Bran Change

Apply for Audi Subjects

EMI Applicatio Status

MAHE Studen Fi Service Rec

1. Third-Party Content: The new app or website you are accessing is owned and operated by a third party. MAHE has no control over the content, privacy policies, or security measures implemented by the third party. Any transactions or interactions you engage in with such third party including but not limited to any financial transactions, personal data breaches, or the accuracy, completeness, or legality of the content displayed on the new app or website are solely between you and the third party without any reference to MAHE.

2. Payment Processing: The payment processing on the new app or website is solely managed by a third party. MAHE does not have access to or control over any payment information you provide on the new app or website. It is your responsibility to review and comply with the terms and conditions, refund policies, and privacy policies of the third-party payment processor. Your decision to access the new app or website and proceed with any payment transactions is at your own risk. MAHE encourages you to exercise caution, review the terms and conditions of the new app or website, and take appropriate measures to protect your personal and financial information.

I have read, understood, and agreed to this [legal disclaimer](#).

Submit Cancel

By clicking "Agree" or proceeding with the payment, you acknowledge that you have read, understood, and agreed to this legal

Bicky Yadav

NCIAL TAB

HE RECEIPT

Step 6: Click on payment option and proceed to pay.



Amount : 22500.00

NOTE

IF THE AMOUNT IS DEDUCTED FROM YOUR ACCOUNT, PLEASE CHECK FOR RECEIPT ON FINANCIAL TAB AFTER 24 HOURS.
PLEASE MAIL US (sfin.mahe@manipal.edu) WITH PAYMENT DETAILS ONLY AFTER 24 HOURS IF THE RECEIPT IS NOT GENERATED AND YOUR ACCOUNT IS STILL DEBITED.

Pay as low as Rs. 2011/Month*

Pay in Easy Monthly Installments ranging from 3 EMIs to 12 EMIs plans

Pay Rs. 22500.00 via Payment Gateway

Using Netbanking, Debit/Credit Card, UPI and Wallet

Proceed To Pay

Note : 1. Transaction fees charged would be borne by cardholder for any Payment.

Step 7: Once payment is successful, please take screenshot and share the same to transport.maheblr@manipal.edu email address.

MAHE-Bengaluru Campus			
Bus Routes - Pickup and Drop time with Fee			
SI. NO	Route-1: Bannerghatta /IIM-B Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	IIM-B	07:00AM	24,750
2	Delmia Signal	07:05AM	24,750
3	Puttenahalli Bridge after Signal	07:08AM	22,000
4	Banashankari Bus Stand	07:12AM	22,000
5	Jayanagar 4th Block Bus Stop	07:16AM	22,000
6	Rashtreeya Vidyalaya Metro (Lalbagh west gate Metro station)	07:20AM	22,000
7	National College Metro Station	07:25AM	20,625



8	Minerva Circle Signal	07:30AM	20,625
9	BMTC Bus Stop after Halasuru gate police station signal	07:35AM	20,625
10	Palace Guttahalli Bus Stop	07:50AM	19,250
11	Mekhri circle Bus Stop	07:55AM	17,875
MAHE_BLR		08:25AM	
SI. NO	Route-2: Shanthinagar Bus Terminal Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	Shanthinagar Bus Terminal [Double road]	07:20AM	20,625
2	Richmond Circle	07:23AM	20,625
3	Chinnaswamy stadium	07:28AM	20,625
4	Cubbon park Metro Station	07:30AM	20,625
5	General Post office	07:32AM	20,625
6	Chalukya hotel Signal	07:35AM	20,625
7	Palace Cross	07:38AM	19,250
8	Esteem Mall	07:48AM	17,875
9	Kodigehalli Signal	07:50AM	17,875
10	Byatarayanapura Bus Stop	07:53AM	16,500
11	GKVK Bus Stop	07:55AM	16,500
12	Jakkur	07:57AM	16,500
13	Jakkur Daffodils Bus Stop	08:00AM	16,500
14	Petrol Bunk Yelahanka Old town (Near Cafe coffee day)	08:03AM	16,500
15	Kogilu Cross	08:06AM	16,500



16	PPS Ford Junction	08:12AM	13,750
MAHE_BLR		08:25AM	
SI. NO	Route-3: Koramangala /Indiranagar/Domlur Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	Silk Board Junction towards Madiwala	06:50AM	24,750
2	National Games Village	07:00AM	22,000
3	BDA Park (Domlur Road & 100ft Road Junction underpass)	07:10AM	22,000
4	Indiranagar 100 Ft. Road	07:15AM	22,000
5	(Opp. G.G. Hospital)	07:18AM	22,000
6	(Opp. New Horizon School)	07:20AM	22,000
7	KFC / Pai- International	07:23AM	22,000
8	Koramangala Double Road (Beginning of Indira nagar ring road)	07:25AM	22,000
9	Lake Side Medical Hospital	07:30AM	20,625
10	Opp Coles Park Milk Booth	07:34AM	20,625
11	Canara bank on Nandidurga Road	07:37AM	19,250
12	Indian Bank, Nandidurga Road	07:40AM	19,250
13	Gangenhalli Market (CBI)	07:50AM	17,875
14	Hebbala Bus Stop	07:55AM	17,875
MAHE_BLR		08:25AM	
SI. NO	Route-4: RR Nagar Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	Rajarajeshwari Nagar Metro Station	07:00AM	24,750
2	Nayandanahalli Metro Station	07:05AM	24,750



3	Deepanjali Nagar Metro Station	07:08AM	22,000
4	Atthiguppe Bus Stop	07:10AM	22,000
5	Vijayanagar TTMC	07:12AM	22,000
6	Maruthi Mandira	07:15AM	22,000
7	Vijayanagar bus stand	07:17AM	22,000
8	Manuvana Park	07:19AM	20,625
9	Magadi Road tollgate	07:22AM	22,000
10	Warrior Bakaery, Shivanahalli	07:25AM	20,625
11	Rajajinagar Metro Station	07:28AM	20,625
12	Rajajinagar 1st block	07:30AM	20,625
13	Mahalakshmi Layout Metro Station	07:32AM	20,625
14	Sandle soap factory metro station	07:34AM	19,250
MAHE_BLR		08:25AM	
SI. NO	Route-5: Nagasandra Metro Station Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	Nagasandra Metro Station	07:00AM	22,000
2	T Dasarahalli Metro Station	07:03AM	20,625
3	Jalahalli Metro Station	07:08AM	20,625
4	Peenya Metro Station	07:10AM	20,625
5	Goraguntepalya Bus Stop towards BEL Circle	07:14AM	20,625
6	BEL Circle	07:22AM	19,250
7	Doddabommasandra Bus Stop	07:25AM	19,250
8	Thindlu Nanjappa Circle	07:28AM	19,250



9	Vidyaranyapura Post Office	07:30AM	17,875
10	Vidyaranyapura last Bus Stop	07:33AM	17,875
11	Jelly Machine, Devi Circle	7:36AM	17,875
12	Chikkabettahalli Bus Stop	7:38AM	17,875
13	Thirumala Daba	7:42AM	17,875
14	Attur layout Bus Stop	7:44AM	17,875
15	NES Bus Stop	07:50AM	17,875
16	Yelahankha Police Station	07:52AM	17,875
17	Yelahanka Santhe Circle bus stop	07:54AM	16,500
18	Venkatala Bus Stop	08:00AM	13,750
MAHE_BLR		08:25AM	
SI. NO	Route-6: Yeshwanthpura circle Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	Navarang Circle	7:15AM	20,625
2	Kuvempu Metro Station	7:17AM	20,625
3	KC General Hospital (Malleswaram)	7:19AM	19,250
4	13th Cross, 3rd Main road Bus Stop (malleshwaram)	7:21AM	19,250
5	Yeshwanthpura circle	7:24AM	19,250
6	Sadashiv Nagar Police station	7:26AM	19,250
7	MS Ramaiah College/Hospital	7:28AM	19,250
8	Devasandra Chikkamaranahalli Bus Stop	7:30AM	19,250
9	BEL Market	7:40AM	19,250
10	Gangamma Circle	7:42AM	19,250



11	MS Palya	7:45AM	17,875
12	Dairy Cross Yelahanka New town	7:55AM	17,875
13	Rail wheel factory [Doddaballapur road]	7:58AM	16,500
14	Puttenahalli	8:00AM	16,500
15	Ramanashree California	8:02AM	16,500
16	NCC Appartment	8:04AM	16,500
MAHE_BLR		08:25AM	
SI. NO	Route-7: Whitefield Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	Whitefield bus stop	06:55AM	24,750
2	Hopeform Signal	07:00AM	24,750
3	ITPL Signal	07:05AM	24,750
4	Hoodi Signal	07:08AM	22,000
5	Garudachar palya bus stop	07:13AM	22,000
6	KR Puram Railway station	07:32AM	22,000
7	Tinfactory bus stop	07:35AM	20,625
8	Kasturi nagar	07:37AM	20,625
9	Ramamurthy Nagar Bridge	07:40AM	20,625
10	Horamavu Junction after the Bridge	07:43AM	19,250
11	Veeranna Palya, Lumbini Gardens	07:48AM	17,875
12	Hebbal Bus stand (Flyover Bus Stop)	07:53AM	17,875
13	PPS Ford Junction	08:20AM	13,750
MAHE_BLR		08:25AM	



SI. NO	Route-8: KR Puram Bus Stop Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	Bhattrahalli Bus stop	07:00AM	24,750
2	KR Puram Bus Stop	07:05AM	22,000
3	Babusapalya (Ganesha Temple)	07:20AM	19,250
4	Kalyan nagar bus Depot (Kammanahalli)	07:24AM	19,250
5	Hennur Bus stop after underpass	07:26AM	19,250
6	HRBR layout, Near the Park on Ring Road	07:30AM	19,250
7	Nagavara Signal	07:35AM	19,250
8	Thanisandra bus stop	07:38AM	17,875
9	K Narayanapura Cross Rashtrotthana School	07:40AM	17,875
10	Hegde Nagar barathi city	07:43AM	17,875
11	Sampigehalli police station	07:50AM	17,875
12	Belahalli Cross	07:57AM	16,500
13	Reva College	07:55AM	16,500
14	Kattigenahalli	08:00AM	13,750
15	Dwarakanagar	08:03AM	13,750
16	Baglur Cross	08:08AM	13,750
17	PPS Ford Showroom	08:15AM	13,750
MAHE_BLR		08:25AM	
SI. NO	Route-9: Agara Junction : HSR Layout Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	Agra Junction	07:00AM	27,250
2	Shobha Onyx	07:05AM	27,250



3	Iblur Bus Stop	07:08AM	27,250
4	Bangalore Central mall	07:12AM	27,250
5	Sakra Hospital	07:15AM	24,750
6	Prestige Tech Park	07:17AM	24,750
7	Marathalli Multiplex	07:20AM	24,750
8	Nalli Silk saree, Marathahalli	07:22AM	24,750
9	Kartik Nagar bus stand	07:24AM	22,000
10	Shoppers Stop, Doddanakundi	07:26AM	22,000
11	More Mega store, Mahadevapura	07:28AM	22,000
MAHE_BLR		08:25AM	
Sl. NO	Route-10 : Doddaballapura Road Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	YAPB Toll Bus Stop Doddaballapura Road [Ardeshnahalli]	07:20AM	19,250
2	Rajanukunte Bus Stop	07:30AM	17,875
3	Singanayakanahalli Gate	07:35AM	16,500
4	Godrej Appartment gate	07:40AM	16,500
5	PRESTIGE ROYALE GARDENS	07:43AM	16,500
6	Avalahalli Bus Stop	07:48AM	16,500
7	Nagenahalli gate	07:55AM	16,500
8	Hoysala Habitat/Shobha Apartment	08:00AM	16,500
9	Harohalli Bus Stop	08:05AM	13,750
10	Gantiganahalli Bus Stop	08:10AM	13,750
MAHE_BLR		08:25AM	



Sl. NO	Route-11 : Devanahalli Road Boarding Point	Pickup Time	Charges/Semester (Rs.)
1	Navayuga Toll Bus Stop Devanahalli Road	07:20AM	17,875
2	Sadahalli Gate	07:25AM	17,875
3	Chikkajala	07:30AM	17,875
4	Vidyanagar Cross	07:35AM	16,500
5	Bettahalsoor Cross	07:40AM	16,500
6	Hunasamaranahalli	07:50AM	16,500
7	Bagalur Cross Bus Stop	08:00AM	13,750
MAHE_BLR		08:25AM	