

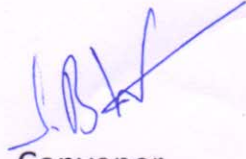


**ST. MARTIN'S ENGINEERING COLLEGE**  
(Estd-2002)  
Permanently Affiliated to JNTU Hyderabad

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**Duties of Staff In-charges**

1. Check the starting and arrival time of the bus. Any unnecessary delay may be reported.
2. Ensure proper seating arrangements in the bus. Few seats may be earmarked for the staff members who travel regularly. Standing if any may be informed.
3. Maintain strict discipline while travelling in the bus. Keep vigil over the senior students during the beginning of the year (after the first year classes started) to prevent ragging in the bus. Any incident of ragging must be brought to the notice of concerned persons.
4. Periodically check the student ID cards to ensure that the students are travelling in the bus route allotted to them. In case of a need to go by a different route for any genuine reason, the student may be given permission.
5. Buses are also allotted for any industrial trips by the approval from the committee.
6. Buses are sent to different colleges for Sports activities when needed.
7. Buses are allotted for students to external exam centers as per the exam schedules.

  
Convener



**PRINCIPAL**  
ST. MARTIN'S ENGINEERING COLLEGE  
Lalapally (V), Dundigal-Gandimaisamma (M)  
Medchal-Malkajigiri (D), Secunderabad-500100