



**St. Martin's Engineering College**  
Dhulapally, Secunderabad

No: Ref: SMEC/TC/013/01

Date: 01/07/2013

**MINUTES OF THE MEETING**

The meeting of Transport Committee is held on 2nd July, 2013 at 10:00 am. The following members attended

S. No.	Name of the Faculty	Designation	Dept.	Signature
1	Mr. Bhupender Singh	Convener	ADMIN	<i>S.B.S</i>
2	Ms. B. Rama Devi	Member	S & H	<i>Ramadevi</i>
3	Ms. D. Snehalatha	Member	S & H	<i>Snehalatha</i>
4	Mr. Balarajashekhar	Member	S & H	<i>Balarajashekhar</i>
5	Mr. P. Srinath	Member	S & H	<i>P.Srinath</i>
6	Mr. Hari Ganga Prasad	Member	S & H	<i>Hari Ganga Prasad</i>
7	Ms. K. Madhavi	Member	S & H	<i>K.Madhavi</i>
8	Mr. Venkanna Mood	1	ECE	<i>Venkanna</i>

The following issues have been discussed .

9) **Maintenance of Vehicles:**

- Maintenance of Vehicle health at regular intervals.
- Renewing all Vehicles Permits and Fitness before commencement of their due dates. Driver license renewals and etc.
- Road Tax to be paid every six month.
- Refill fuel weekly once in every Buses and update all buses Diesel records

10) **Duties of Committee members:** It is decided by the committee to check Passes of Students who travel by College Bus. Maintain strict discipline while travelling in Bus. Any incident of ragging most is brought to the notice of concerned persons.

Principal

**PRINCIPAL**  
**ST. MARTIN'S ENGINEERING COLLEGE**  
Dhulapally, Qutbullapur Mandal,  
Secunderabad-500 014, A.P.