



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

**No: Ref: SMEC/TC/016/04**

**Date: 23/05/2016**

**MINUTES OF THE MEETING**

The meeting of Transport Committee is held on 25<sup>th</sup> May, 2016 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. Singh</i>
2	Mr. Balaji.D.Tandle	Member	MECH	<i>Balaji</i>
3	Ms. G. Pallavi Geetha Devi	Member	ECE	<i>G. Pallavi</i>
4	Ms. A. Sri Divya	Member	MBA	<i>Sri Divya</i>
5	Mr. D. Prashanth	Member	Exam Br	<i>D. Prashanth</i>
6	Ms. Tamana Sehji	Member	MBA	<i>T. Sehji</i>
7	Mr. N. Vijaya Kumar	Member	CIVIL	<i>N. Vijaya Kumar</i>
8	Mr. B. Ravi Chander	Member	MBA	<i>B. Ravi Chander</i>

The following issues have been discussed .

**3) 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

**4) 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.

*[Signature]*  
**Principal**  
**ST. MARTIN'S ENGINEERING COLLEGE**  
Dhulapally, Qutbullapur Mandal,  
Secunderabad-500 014, A.P.