



St. Martin's Engineering College
Dhulapally, Secunderabad

No: Ref: SMEC/TC/017/05

Date: 12/08/2017

MINUTES OF THE MEETING

The meeting of Transport Committee is held on 16th August, 2017 at 10:00 am.
The following members attended

| S. No. | Name of the Faculty | Designation | Dept. | Signature |
|--------|----------------------------|-------------|---------|--------------------|
| 1 | Mr. Bhupender Singh | Convener | ADMIN | <i>[Signature]</i> |
| 2 | Mr. Balaji.D.Tandle | Member | MECH | <i>[Signature]</i> |
| 3 | Ms. G. Pallavi Geetha Devi | Member | ECE | <i>[Signature]</i> |
| 4 | Ms. A. Sri Divya | Member | MBA | <i>[Signature]</i> |
| 5 | Mr. D. Prashanth | Member | Exam Br | <i>[Signature]</i> |
| 6 | Ms. Tamana Sehji | Member | MBA | <i>[Signature]</i> |
| 7 | Mr. N. Vijaya Kumar | Member | CIVIL | <i>[Signature]</i> |
| 8 | Mr. B. Ravi Chander | Member | MBA | <i>[Signature]</i> |

The following issues have been discussed .

1) **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

- 2) **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

12/8/17
PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Qutbuilapur Mandal,
Secunderabad-500 014, A.P.