



Date:10-11-2023

MINUTES OF MEETING

Transport Committee Meeting was held on 10th November 2023 at 12:45 PM in the E Class room:4008 of JC Block, SMEC.

The Following members attended:

S.No	Name of the Staff	Role	Department	Signature
1	Mr. A. Ranjith	Convener	TPT	
2	Ms. O. Kavitha	Member	AAO	
3	Mr. Nagendra	Member	Admin	
4	Mr. S. Pavan Kalyan	Member	ME	
6	Mr. Hanuman Naik	Member	ME	
7	Mr. Rajesh	Member	Accounts	

Points Discussed:

- Committee discussed about the possible approaches to streamline current transit lines in order to reduce travel times and boost effectiveness. Many recommendations were made, such as looking into different routes and changing the pickup and drop-off sites.
- Committee examined and approved a thorough maintenance plan for our fleet of vehicles. It was decided that proactive maintenance, routine inspections, and repairs are necessary to guarantee the longevity and safety of our cars.
- Committee stressed how crucial it was to set up a formal feedback system in order to get opinions about staff and students' experiences with transportation.
- Renewing of all vehicles permits and fitness before completion of their due dates. Driver license renewals etc., are discussed.
- Committee recommended for approval of road tax payments every three months.
- Refill fuel weekly once in every buses and update all buses diesel records.
- Committee proposed to maintain a separate register for recording the vehicles mileage

CONVENER