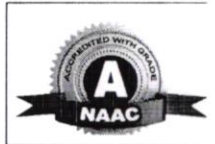
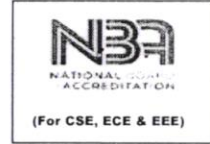




Giving Wings to Thoughts

**St.PETER'S**  
**ENGINEERING COLLEGE**  
(Sponsored by Shantha Educational Society)  
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**TRANSPORT COMMITTEE**

**YEAR PLANER (Action Plan)**

**Academic Year: 2021-22**

S. no	Month & Year	Resolution made
1	June 2021	1.check the bus fitness documents 2.Drivers fitness and availability of drivers 3.scheduling the bus routes 4.prepare the budget for transport
2	July 2021	1.check the bus fees paid details 2.check the student bus passes for II,III & IV year students 3.Appointing the faculties as bus in charges
3	August 2021	1.check the general maintenance reports 2.Issuing the bus passes for I-year students 3. Allotting 2 buses for CRT classes, LIBRARY etc.....
4	Sept 2021	1.check the general maintenance reports 2.check the bus passes of all students
5	Oct 2021	1.check the bus fees paid details for all students
6	Nov 2021	1.rescheduling the bus routes for exams
7	Dec 2021	1.check the general maintenance for breakdowns
8	Jan 2022	1.check the bus passes 2.organize national road safety week
9	Feb 2022	1.check the general maintenance reports
10	Mar 2022	1.check the bus fees paid details 2. rescheduling the bus routes for exams
11	April 2022	1. rescheduling the bus routes for exams
12	May 2022	1.Give the overall report to the higher authorities

  
CO-ORDINATOR



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# St.PETER'S ENGINEERING COLLEGE

## Transport cell




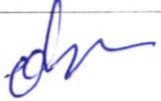




### Minutes of the meeting

A meeting of the transport committee was held on 2<sup>nd</sup> aug 2021 At 3:00pm in the CSE department Mr.shaikmohdilias,Co-ordinator has presided over the meeting.

#### AGENDA:

1. To review the previous minutes of meeting
2. To discuss about the general maintenance of buses.
3. To discuss about the bus routes are merging due to consideration of summer vacation.

The following members were present in the meeting

S.No	Name of the staff/student	Designation	Department	Position Held	sign
1	Mr. ilias	Assistant Professor	CSE	Co-Ordinator	
2	Mr. P.Mallikarjun	Assistant Professor	EEE	member	
3	S madhu	Assistant Professor	MECH	member	
4	Mr. I.obulesu	Assistant Professor	ECE	member	
5	T.R.P.Mukharjee	Assistant Professor	S&H	member	
6	Mr. nayeem	Assistant Professor	Civil	member	
7	Mr. Ratnakumar	Physical Director	S&H	member	
8	Raju	Driver	Transport	member	

  
Co-Ordinator



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(For CSE, ECE & EEI)

## TRANSPORT CELL

### Functions of the Cell

1. Provide safe and secure transportation facility to cover 70 km radius both for students and staff. [PO-6]
2. Supervise the daily bus operation and giving instructions to the bus in-charges [PO-9]
3. Inspecting the condition of the buses and reporting for necessary actions [PO-4]
4. Periodically checking the documents of the buses [PO-2]
5. To issue the Bus Pass to all students who are using College bus facility [PO-6]
6. To maintain attendance register of all drivers and cleaners [PO-11]
7. To monitor discipline among the students inside the bus and also to monitor the crowding in the buses regularly and to make alternative arrangements if necessary. [PO-9]

  
CO-ORDINATOR



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(For CSE, ECE & EE)

## TRANSPORT CELL

### Facilities

The Transportation cell having following facilities:

1. One cabin with Computer and printer
2. Store room for spare parts
3. Two sets of uniforms
4. Free Medical check up
5. Concession in education for the children of drivers

  
CO-ORDINATOR



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## TRANSPORT CELL

### Composition of the Committee

1. The composition of committee comprises one senior faculty member as coordinator from Department of Electronics and Communication Engineering.
2. One faculty member and one student from Department of Mechanical Engineering.
3. One faculty member and one student from Department of Electrical and Electronics Engineering.
4. One faculty member and one student from Department of Civil Engineering.
5. One faculty member and one student from Department of Computer Science Engineering.
6. Transport In-charge of the College.
7. One senior driver of the from the college buses.
8. One student from each Department.

  
COORDINATOR



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## TRANSPORT CELL

### Roles and Responsibilities of the Committee Members

#### **Committee Coordinator:**


1. Coordinator and faculty members shall prepare the annual budget for transportation.
2. Coordinator and transport in-charge regulate the drivers in buses
3. Transport in-charges shall inspect bus passes
4. Monitoring the discipline in buses by student members and report to the committee on regular basis.

#### **Faculty Member:**

1. Member from ECE department shall look after bus fees related issues.
2. One transport in-charge and faculty members from CSE and EEE departments schedule the bus routes and shall also make alternate plans.
3. Maintenance and repairs shall look after by faculty member from mechanical department and transport in-charge

#### **Student Member:**

1. Problems faced by the students are to be informed to the Co-ordinator.

  
CO-ORDINATOR