

**MALLA REDDY ENGINEERING COLLEGE FOR WOMEN
(Autonomous)**



**TRANSPORT
MAINTENANCE COMMITTEE**

(Autonomous Institution-UGC, Govt. of India)

Accredited by NBA & NAAC with 'A' Grade

Approved by AICTE, Permanently Affiliated to JNTUH, ISO 9001:2015 Certified Institution
Maisammaguda, Dhulapally, Secunderabad-500100.

ACADEMIC YEAR
(2023-2024)





MALLA REDDY ENGINEERING COLLEGE FOR WOMEN

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Approved by AICTE, Permanently Affiliated to JNTUH, ISO 9001:2015 Certified Institution
Maisammaguda, Dhulapally, Secunderabad 500100.

Date: 02/06/2023

Convening of Transport Wing Committee

(Academic Year 2023-2024)

A committee is constituted for day to day maintenance of college vehicles. Members of maintenance committee.

S. No	Name	Designation	Position
1.	Dr. Y. MadhaveeLatha	Principal	Chairman
2.	Dr. N. Sreekanth	Vice -Principal	Member
3.	Mr.Uma Mahesh	Office Assistant	Member
4.	Mr. B.V.S .P. Pavan Kumar	Placement Officer	Member
5.	Dr. C. V. P. R. Prasad	Professor Dept of CSE	Member
6.	Dr. K Sudhakar	Associate Professor, ECE	Member
7.	Dr. B Subba Reddy	Associate Professor, IT	Member
8.	Dr S Vijaya Madhavi	Associate Professor, EEE	Member
9.	Dr. Mirona	Associate Professor, H&S	Member
10.	Dr P Suvarchala Devi	Associate Professor, MBA	Member
11.	Mr B Charan	Assistant Professor, H&S	Member Secretary

Functions of the committee

- Maintenance of college buses
- Obtaining necessary clearance certificates permits etc, for the college vehicles from RTA.
- Routine checking of the conditions of the vehicles.
- Appointment of well trained and experienced drivers.
- Ensuring safety requirements like operations of speed limiters, fire extinguishers, etc.

Frequency of meetings: As and when required



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STANDARD OPERATING PROCEDURES FOR TRANSPORT MAINTENANCE

- Committee meets at the beginning of each academic year and as and when the need arise.
- Committee instructs list of complaints from heads of all departments to be forwarded to the Administration Department and noted in the Maintenance register.
- Administration Department forwards the complaints to IQAC, after obtaining necessary approvals of Principal.
- IQAC forwards the same to the concerned personal for necessary action
- Upon addressal of the complaint, the complaint is called for inspection before final closure of the issue.
- In case of unsatisfactory work, complaint is addressed again until satisfaction of complainant is achieved.


PRINCIPAL

Malla Reddy Engineering College for Women
UGC AUTONOMOUS INSTITUTION
Maisammaguda, Dhulapally (Post)
(Via) Kompally, Secunderabad-500 100

- Copy:
1. Secretary and Correspondent
 2. All Heads and Members
 3. Deans
 4. IQAC
 5. Transport Incharge



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Maisammaguda, Dhulapally, Secunderabad 500100.

Date: 13-06-2023

CIRCULAR

Sub: Transport Maintenance Committee Meeting

All the transport maintenance committee members are hereby informed that a meeting will be held on 15.06.2023 at 10.00 AM at the Principal's chamber to discuss the following items:

- Maintenance of college buses
- Obtaining necessary clearance certificates permits etc, for the college vehicles from RTA.
- Routine checking of the conditions of the vehicles.
- Appointment of well trained and experienced drivers
- Ensuring safety requirements like operations of speed limiters, fire extinguishers, etc.

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Date: 15/06/2023

MINUTES OF THE TRANSPORT MAINTENANCE COMMITTEE MEETING

The meeting of the Transport Maintenance committee was held on 15-06-2023 at 10AM in the Principal's chamber. The following members were present

S.No	Name	Designation	Position	Signature
1	Dr. Y. MadhaveeLatha	Principal	Chairman	
2	Dr. N. Sreekanth	Vice -Principal	Member	<i>N. Sreekanth</i>
3	Mr. Uma Mahesh	Office Assistant	Member	<i>Uma Mahesh</i>
4	Mr. B.V.S .P. Pavan Kumar	Placement Officer	Member	<i>B.V.S.P. Pavan Kumar</i>
5	Dr. C. V. P. R. Prasad	Professor Dept of CSE	Member	<i>C.V.P.R. Prasad</i>
6	Dr. K Sudhakar	Associate Professor, ECE	Member	<i>K. Sudhakar</i>
7	Dr. B Subba Reddy	Associate Professor, IT	Member	<i>B. Subba Reddy</i>
8	Dr S Vijaya Madhavi	Associate Professor, EEE	Member	<i>S. Vijaya Madhavi</i>
9	Dr. Mirona	Associate Professor, H&S	Member	<i>Mirona</i>
10	Dr P Suvarchala Devi	Associate Professor, MBA	Member	<i>P. Suvarchala Devi</i>
11	Mr B Charan	Assistant Professor, H&S	Member Secretary	<i>B. Charan</i>

The below-mentioned points were discussed and the details were shared with the management

- Maintenance of college buses
- Obtaining necessary clearance certificates, permits, etc for the college vehicles from RTA
- Routine checking of the conditions of the vehicles
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- Ensuring safety requirements like operations speed limiters, fire extinguishers etc.

Subba
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4. IQAC
5. Transport Incharge

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Date: 16/06/2023

ACTION TAKEN REPORT

Based on the Transport Maintenance committee meeting held on 15-06-2023 at 10AM in the Principal's chamber, the following are the action taken details based on the issues discussed in the meeting

S. No	Issue	Action Taken
1.	Maintenance of college buses	Informed concerned bus maintenance team to check the certificates and driving license of drivers and bus working condition
2.	Obtaining necessary clearance certificates, permits, etc for the college vehicles from RTA	Informed concerned bus maintenance team to check clearance certificates, permits, etc for the college vehicles from RTA
3.	Routine checking of the conditions of the vehicles	Vehicle working conditions were keenly checked as per norms
4.	Appointment of the well trained and experienced drivers	Few drivers were recruited and appointed for different routes
5.	Ensuring safety requirements like operations speed limiters, fire extinguishers etc.	All safety measures and safety requirements like operations of speed limiters, fire extinguishers were checked by the concerned committee.

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ACADEMIC YEAR
(2022-2023)



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Date: 02/06/2022

Convening of Transport Wing Committee

(Academic Year 2022-2023)

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1.	Dr. Y. MadhaveeLatha	Principal	Chairman
2.	Dr. N. Sreekanth	Vice -Principal	Member
3.	Mr.Uma Mahesh	Office Assistant	Member
4.	Mr. B.V.S .P. Pavan Kumar	Placement Officer	Member
5.	Dr. C. V. P. R. Prasad	Professor Dept of CSE	Member
6.	Dr. K Sudhakar	Associate Professor, ECE	Member
7.	Dr. B Subba Reddy	Associate Professor, IT	Member
8.	Dr S Vijaya Madhavi	Associate Professor, EEE	Member
9.	Dr. Mirona	Associate Professor, H&S	Member
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11.	Mr B Charan	Assistant Professor, H&S	Member Secretary

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Date: 14-06-2022

CIRCULAR

Sub: Transport Maintenance Committee Meeting

All the transport maintenance committee members are hereby informed that a meeting will be held on 15.06.2022 at 10.00 AM at the Principal's chamber to discuss the following items:

- Maintenance of college buses
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Date: 15/06/2022

MINUTES OF THE TRANSPORT MAINTENANCE COMMITTEE MEETING

The meeting of the Transport Maintenance committee was held on 15-06-2022 at 10AM in the Principal's chamber. The following members were present

S. No	Name	Designation	Position	Signature
1.	Dr. Y. MadhaveeLatha	Principal	Chairman	
2.	Dr. N. Sreekanth	Vice -Principal	Member	<i>N. Sreekanth</i>
3.	Mr. Uma Mahesh	Office Assistant	Member	<i>Uma Mahesh</i>
4.	Mr. B.V.S .P. Pavan Kumar	Placement Officer	Member	<i>B.V.S.P. Pavan Kumar</i>
5.	Dr. C. V. P. R. Prasad	Professor Dept of CSE	Member	<i>C.V.P.R. Prasad</i>
6.	Dr. K Sudhakar	Associate Professor, ECE	Member	<i>K. Sudhakar</i>
7.	Dr. B Subba Reddy	Associate Professor, IT	Member	<i>B. Subba Reddy</i>
8.	Dr S Vijaya Madhavi	Associate Professor, EEE	Member	<i>S. Vijaya Madhavi</i>
9.	Dr. Mirona	Associate Professor, H&S	Member	<i>Mirona</i>
10.	Dr P Suvarchala Devi	Associate Professor, MBA	Member	<i>P. Suvarchala Devi</i>
11.	Mr B Charan	Assistant Professor, H&S	Member Secretary	<i>B. Charan</i>

The below-mentioned points were discussed and the details were shared with the management

- Maintenance of college buses
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- Ensuring safety requirements like operations speed limiters, fire extinguishers etc.

Y. MadhaveeLatha
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Date: 16/06/2022

ACTION TAKEN REPORT

Based on the Transport Maintenance committee meeting held on 15-06-2022 at 10AM in the Principal's chamber, the following are the action taken details based on the issues discussed in the meeting

S. No	Issue	Action Taken
6.	Maintenance of college buses	Informed concerned bus maintenance team to check the certificates and driving license of drivers and bus working condition
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9.	Appointment of the well trained and experienced drivers	Few drivers were recruited and appointed for different routes
10.	Ensuring safety requirements like operations speed limiters, fire extinguishers etc.	All safety measures and safety requirements like operations of speed limiters, fire extinguishers were checked by the concerned committee.


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ACADEMIC YEAR
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Date: 02/06/2021

Convening of Transport Wing Committee

(Academic Year 2021-2022)

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S. No	Name	Designation	Position
1.	Dr. Y. MadhaveeLatha	Principal	Chairman
2.	Mr.Uma Mahesh	Office Assistant	Member
3.	Mr.B.V.S .P. Pavan Kumar	Placement Officer	Member
4.	Dr. C. V. P. R. Prasad	Professor Dept of CSE	Member
5.	Dr. N. Sreekanth	Professor Dept of ECE	Member
6.	Dr. B Subba Reddy	Associate Professor, IT	Member
7.	Dr S Vijaya Madhavi	Associate Professor, EEE	Member
8.	Dr. Mirona	Associate Professor, H&S	Member
9.	Dr P Suvarchala Devi	Associate Professor, MBA	Member
10.	Mr B Charan	Assistant Professor, H&S	Member Secretary

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Date: 14-06-2021

CIRCULAR

Sub: Transport Maintenance Committee Meeting

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Date: 15/06/2021

MINUTES OF THE TRANSPORT MAINTENANCE COMMITTEE MEETING

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S. No	Name	Designation	Position	Signature
1.	Dr. Y. MadhaveeLatha	Principal	Chairman	
2.	Mr.Uma Mahesh	Office Assistant	Member	<i>[Signature]</i>
3.	Mr. B.V.S .P. Pavan Kumar	Placement Officer	Member	<i>[Signature]</i>
4.	Dr. C. V. P. R. Prasad	Professor Dept of CSE	Member	<i>[Signature]</i>
5.	Dr. N. Sreekanth	Professor Dept of ECE	Member	<i>[Signature]</i>
6.	Dr. B Subba Reddy	Associate Professor, IT	Member	<i>[Signature]</i>
7.	Dr S Vijaya Madhavi	Associate Professor, EEE	Member	<i>[Signature]</i>
8.	Dr. Mirona	Associate Professor, H&S	Member	<i>[Signature]</i>
9.	Dr P Suvarchala Devi	Associate Professor, MBA	Member	<i>[Signature]</i>
10.	Mr B Charan	Assistant Professor, H&S	Member Secretary	<i>[Signature]</i>

The below-mentioned points were discussed and the details were shared with the management

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[Signature]
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Date: 16/06/2021

ACTION TAKEN REPORT

Based on the Transport Maintenance committee meeting held on 15-06-2021 at 10AM in the Principal's chamber, the following are the action taken details based on the issues discussed in the meeting

S. No	Issue	Action Taken
1.	Maintenance of college buses	Informed concerned bus maintenance team to check the certificates and driving license of drivers and bus working condition
2.	Obtaining necessary clearance certificates, permits, etc for the college vehicles from RTA	Informed concerned bus maintenance team to check clearance certificates, permits, etc for the college vehicles from RTA
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ACADEMIC YEAR
(2019-2020)





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Maisammaguda, Dhulapally, Secunderabad 500100.

Date: 12/06/2019

Convening of Transport Wing Committee

(Academic Year 2019-2020)

A committee is constituted for day to day maintenance of college vehicles. Members of maintenance committee.

S. No	Name	Designation	Position
1.	Dr. Y. Madhavee Latha	Principal	Chairman
2.	Mr.Uma Mahesh	Office Assistant	Member
3.	Mr. B.V.S .P. Pavan Kumar	Transport In charge	Member
4.	Dr. C. V. P. R. Prasad	Professor Dept of CSE	Member
5.	Dr. N. Sreekanth	Professor Dept of ECE	Member
6.	Dr.Jayarajayan.K	Associate Professor, IT	Member
7.	Dr. Mirona	Associate Professor, H&S	Member
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Functions of the committee

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Maisammaguda, Dhulapally, Secunderabad 500100.

Date: 19-06-2019

CIRCULAR

Sub: Transport Maintenance Committee Meeting

All the transport maintenance committee members are hereby informed that a meeting will be held on 20.06.2019 at 10.00 AM at the Principal's chamber to discuss the following items:

- Maintenance of college buses
- Obtaining necessary clearance certificates permits etc, for the college vehicles from RTA.
- Routine checking of the conditions of the vehicles.
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- Ensuring safety requirements like operations of speed limiters, fire extinguishers, etc.


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Date: 21/06/2019

ACTION TAKEN REPORT

Based on the Transport Maintenance committee meeting held on 21-06-2019 at 10AM in the Principal's chamber, the following are the action taken details based on the issues discussed in the meeting

S. No	Issue	Action Taken
1.	Maintenance of college buses	Informed concerned bus maintenance team to check the certificates and driving license of drivers and bus working condition
2.	Obtaining necessary clearance certificates, permits, etc for the college vehicles from RTA	Informed concerned bus maintenance team to check clearance certificates, permits, etc for the college vehicles from RTA
3.	Routine checking of the conditions of the vehicles	Vehicle working conditions were keenly checked as per norms
4.	Appointment of the well trained and experienced drivers	Few drivers were recruited and appointed for different routes
5.	Ensuring safety requirements like operations speed limiters, fire extinguishers etc.	All safety measures and safety requirements like operations of speed limiters, fire extinguishers were checked by the concerned committee.


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Malla Reddy Engineering College for Women
UGC AUTONOMOUS INSTITUTION
Maisammaguda, Dhulapally (Post)
(Via) Kompally, Secunderabad-500 100



ACADEMIC YEAR
(2018-2019)



MALLA REDDY ENGINEERING COLLEGE FOR WOMEN

(Autonomous Institution-UGC, Govt. of India)

Accredited by NBA & NAAC with 'A' Grade

Approved by AICTE, Permanently Affiliated to JNTUH, ISO 9001:2015 Certified Institution
Maisammaguda, Dhulapally, Secunderabad 500100.

Date: 09/06/2018

Convening of Transport Wing Committee

(Academic Year 2018-2019)

A committee is constituted for day to day maintenance of college vehicles. Members of maintenance committee.

S. No	Name	Designation	Position
1.	Dr. Y. Madhavee Latha	Principal	Chairman
2.	Mr. Uma Mahesh	Office Assistant	Member
3.	Mr. B.V.S .P. Pavan Kumar	Transport In charge	Member
4.	Dr. C. V. P. R. Prasad	Professor Dept of CSE	Member
5.	Dr. N. Sreekanth	Professor Dept of ECE	Member
6.	Dr. Jayarajayan.K	Associate Professor, IT	Member
7.	Dr. Mirona	Associate Professor, H&S	Member
8.	Dr P Suvarchala Devi	Associate Professor, MBA	Member

Functions of the committee

- Maintenance of college buses
- Obtaining necessary clearance certificates permits etc, for the college vehicles from RTA.
- Routine checking of the conditions of the vehicles.
- Appointment of well trained and experienced drivers.
- Ensuring safety requirements like operations of speed limiters, fire extinguishers, etc.

Frequency of meetings: As and when required



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STANDARD OPERATING PROCEDURES FOR TRANSPORT MAINTENANCE

- Committee meets at the beginning of each academic year and as and when the need arise.
- Committee instructs list of complaints from heads of all departments to be forwarded to the Administration Department and noted in the Maintenance register.
- Administration Department forwards the complaints to IQAC, after obtaining necessary approvals of Principal.
- IQAC forwards the same to the concerned personal for necessary action
- Upon addressable of the complaint, the complaint is called for inspection before final closure of the issue.
- In case of unsatisfactory work, complaint is addressed again until satisfaction of complainant is achieved.


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Copy:

1. Secretary and Correspondent
2. All Heads and Members
3. Deans.
4. IQAC
5. Transport Incharge



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Date: 09-06-2018

CIRCULAR

Sub: Transport Maintenance Committee Meeting

All the transport maintenance committee members are hereby informed that a meeting will be held on 11.06.2018 at 10.00 AM at the Principal's chamber to discuss the following items:

- Maintenance of college buses
- Obtaining necessary clearance certificates permits etc, for the college vehicles from RTA.
- Routine checking of the conditions of the vehicles.
- Appointment of well trained and experienced drivers
- Ensuring safety requirements like operations of speed limiters, fire extinguishers, etc.


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Date: 11/06/2018

ACTION TAKEN REPORT

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