



RAGHU ENGINEERING COLLEGE

AUTONOMOUS

(Approved by AICTE, New Delhi, Accredited by NBA, NAAC with 'A+' grade
& Permanently Affiliated to JNTUGV Vizianagaram)

Dakamarri, Bheemunipatnam Mandal, Visakhapatnam Dist. – 531 162 (A.P.)

Ph: +91-8922-248001, 248002 Fax: + 91-8922-248011

E-mail: principal@raghuenggcollege.com website: www.raghuenggcollege.com

Date 15-03-2022

CIRCULAR

It is here by informed to all Transport Committee Members, REC, a meeting will be held on 16th March, 2022, at 1: 30 pm in the **Lecture Hall – 34, First Floor, H&S Department**, REC to discuss the following agenda

1. To discuss about Fitness Certificates (FC) of the buses.
2. To discuss the insurance issues of the vehicles.
3. To discuss on the busses insurance, route permits
4. To discuss about fast tag and pollution certification of transport buses.
5. To discuss about the recruitment of new drivers.

All Transport Committee Members are requested to attend the meeting without fail.


PRINCIPAL
RAGHU ENGINEERING COLLEGE
Dakamarri (V) Bhee.nunipatnam
Visakhapatnam Dist. - 531 162

Copy to

1. Chairman's Table
2. Vice-Principal, REC
3. HODs: Civil, EEE, ME, ECE, CSE and H&S to circulate among students
4. Transport Manager.



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Date 16-03-2022

MINUTES OF THE MEETING

The meeting was held on 16th March, 2022, at 1:30 pm. under the presence of Chairman of Transport Committee and Principal of REC, Dr. Ch. Srinivasu, Dr. Prasada Rao, Transport Committee Convener to discuss the following agenda:

1. To discuss about Fitness Certificates (FC) of the buses.
2. To discuss the insurance issues of the vehicles.
3. To discuss on the buses route permits
4. To discuss on the fast tag issues.
5. To discuss about the recruitment of new drivers.

All the committee members attended the meeting and discussed the agenda points and took the following decisions as per the agenda. Those are

1. All the college buses should go for Fitness Certificates (FC) in the month of April. In the meanwhile transport manager is advised conduct mock fitness for all the buses and any problems arise, we can repairs and maintenance before going to RTO for FCs. Transport manager is advised to take assistance of Ashok Varma in financial issues and for physical assistance Two to three committee members will be assigned on demand.
2. We discussed on insurance of all buses as all the buses won't go at a fixed time for insurance there should be a continuous monitoring is needed. Hence we request the chairman of the committee to assign the responsibility to Mr. Ravi, PET to monitor the insurance issues, Pollution Certificates and all other necessary documents.
3. All the college buses must have bus route permissions. Hence it is to be persuaded and take necessary action to make renewals and some buses have inter district permissions. Without clear permission the buses should not run.



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4. In some route buses fast tag is needed. If the fast tag is not updated we will pay the double charges for toll gates. We request the transport manager to clear such issues whenever necessary. And also request the transport manager to make pollution certification to all buses before going to FC.
5. All the members suggested maintaining additional drivers as buffer to face the challenges and substitute where ever necessary.



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Date 06-06-2022

CIRCULAR

It is here by informed to all Transport Committee Members, REC, a meeting will be held on 8th June, 2022, at 10: 30 am in the **Lecture Hall – 34, First Floor, H&S Department**, REC to discuss the following agenda

1. To discuss about the buses condition.
2. To discuss the vacancy position in various routes.
3. To discuss on transport charges as the fuel charges and maintenance charges are increasing at unbearable state.
4. To discuss about shortage of buses and make a proposal to the management about purchase of new buses.
5. To discuss on running additional buses in some routes.

All Transport Committee Members are requested to attend the meeting without fail.



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Date 08-06-2022.

MINUTES OF THE MEETING

The meeting was held on 8th June, 2022, at 10:30 am. under the presence of Chairman of Transport Committee and Principal of REC, Dr. Ch. Srinivasu, Dr. Prasada Rao, Transport Committee Convener to discuss the following agenda:

1. To discuss about the buses condition.
2. To discuss the vacancy position in various routes.
3. To discuss on issue of applications for the next academic year.
4. To discuss on transport charges as the fuel charges and maintenance charges are increasing at unbearable state.
5. To discuss about shortage of buses and make a proposal to the management about purchase of new buses.
6. To discuss on running additional buses in some routes.

All the committee members attended the meeting and discussed the agenda points and took the following decisions as per the agenda. Those are

1. A deep discussion held on bus condition and committee members that the buses should be at condition for this academic year and if any repair expected and suggested by the driver or maintenance staff in advance it will be cleared immediately and such advises have to be collected on week ends and clear them on Sunday. Some route in charges like Saluru, Bobbili, Ceepurupalli and srikakulam made complaints on those buses and manager recorded the complaints to clear them before the semester starting time.
2. Transport manager announced that except first year students, all students academic year tenure will be ended with their last exam in this semester. Hence all those positions are declared as vacancy seats and that vacancy position in various routes will be displayed in the notice board at transport office.



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3. Applications will be issued at transport office for boarding the college bus in the new academic year. There is no provision of installment payment of transport fee. Seat will be allocated first come first fill bases. Issue of applications start from 10th June, 2022 and last date of submission of filled applications is 20-06-2022. Last date for payment of transport fee is 30-06-2022.
4. As the fuel charges other maintenance charges increased it is inevitable to rise the transport charges. The existing charges list was circulated to all committee members and after a lot of discussions the new charges are fixed unanimously by the committee members and the list is enclosed to this document.
5. Raghu Engineering College got sanctioned four more sections by AICTE, transport committee requested the management to arrange ten new buses.
6. The committee unanimously accepted to run additional based in single routes where ever necessary. Probably there may be high demand for Srikakulam route, Cheepurupalli route and Dankada. Committee accepted to run additional buses based on the occupancy ratio.


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Date 09-01-2023

CIRCULAR

It is here by informed to Bus In charges of all Senior, Junior and Single Route, a meeting will be held on 10th January, 2023, at 10: 30 am in the **Meeting Hall – I, beside Principal Office, REC** to discuss the following agenda

1. Agenda: Procedure for availing transport facility for students
2. Rules and responsibilities to the students who are availing College Transport Facility
3. Disciplinary actions against the violation of rules by the students.
4. Duties of Drivers
5. Duties of Bus In-charges
6. Duties and responsibilities of Transport Manager.

All in-charges are requested to attend the meeting without fail.



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Transport Convener

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Date 10-01-2023

Minutes of the Meeting

The meeting was held on 10th January, 2023, at 10:30 am. We discussed the Rules, Guidelines and Responsibilities of each segment in Transport Area. The details of the meeting are as follows:

1. Procedure for availing transport facility for students
2. Rules and responsibilities to the students who are availing College Transport Facility
3. Disciplinary actions against the violation of rules by the students.
4. Duties of Drivers
5. Duties of Bus In-charges
6. Duties and responsibilities of Transport Manager.

All bus in-charges, P.Ds, Transport Manager and BS&H HOD Sarath Sir attended the meeting and discussed above mentioned things. They suggested following things.

1. Bus seating plan was given previously and the same should be continued for this academic year. All the bus in-charges to follow the seating plan strictly and not allow the other students board in their buses.
2. Suggested all the in-charges to allow the students in their buses who missed their buses once or twice. If it is repeated by the same again and again trace such students to take disciplinary action.
3. They suggested to issue a circular and willingness form to bus in-charges 15 days before the end of the academic year. So that parents have the time to pay the transport fee.
4. All in-charges accepted to follow up the bus condition at the end of every week.
5. Transport manager announced to run a bus in Vizag local for the Pharmacy first year students,
6. Some buses need Fast Tag for toll gate. Now we are paying double the amount as toll tax. That process need to be closed early.
7. All in-charges accepted to look after the discipline of the students and maintenance of buses without fail.


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Date 24-02-2023.

CIRCULAR

It is here by informed to all Transport Committee Members, REC, a meeting will be held on 24th February, 2023, at 10: 30 am in the **Lecture Hall – 31, Ground Floor, H&S Department, REC** to discuss the following agenda

Interaction with NAAC Coordinator.

All Transport Committee Members are requested to attend the meeting without fail.



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Date 25-02-2023.

MINUTES OF THE MEETING

The meeting was held on 25th FEBRUARY, 2023, at 10:30 am. and interacted with Dr. Sasi Kiran, NAAC Coordinator. Though the agenda of the meeting is to interact with the Coordinator of NAAC, it became very useful as he suggested many things in filing the records. The details of the meeting are as follows:

- He suggested the members, how make the document filing.
- Effective document preparation for various committee purposes.
- Proofs record maintenance for every event/activity.
- Keeping the transport maintenance and observation on travelling facilities provided by the institute as per the statutory norms of the Transport Committee.

All the members accepted his words and showed their willingness follow the suggestions.



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Date 01-06-2023.

CIRCULAR

It is here by informed to all Transport Committee Members, REC, a meeting will be held on 3rd June, 2023, at 10: 30 am in the **Lecture Hall – 31, First Floor, H&S Department**, REC to discuss the following agenda

1. To discuss about the buses condition.
2. To discuss the vacancy position in various routes.
3. To discuss about shortage of buses and make a proposal to the management about purchase of new buses.
4. To discuss on issue of Bus Passes
5. To Issue of application and payment procedure.
6. To discuss on seating plan

All Transport Committee Members are requested to attend the meeting without fail.



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Transport Convener

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Date 01-06-2023.

MINUTES OF THE MEETING

The meeting was held on 3rd June, 2023, at 10:30 am. under the presence of Chairman of Transport Committee and Principal of REC, Dr. Ch. Srinivasu, Dr. Prasada Rao, Transport Committee Convener to discuss the following agenda:

1. To discuss about the buses condition.
2. To discuss the vacancy position in various routes.
3. To discuss about shortage of buses and make a proposal to the management about purchase of new buses.
4. To discuss on issue of Bus Passes
5. To Issue of application and payment procedure.

All the committee members attended the meeting and discussed the agenda points and took the following decisions as per the agenda. Those are

1. A deep discussion held on bus condition and committee members that the buses should be at condition for this academic year and if any repair expected and suggested by the driver or maintenance staff in advance it will be cleared immediately and such advises have to be collected on week ends and clear them on Sunday.
2. Transport manager announced that except first year students, all students' academic year tenure will be ended with their last exam in this semester. Hence all those positions are declared as vacancy seats and that vacancy position in various routes will be displayed in the notice board at transport office.
3. Seven buses were at condemned state and we didn't approach for FC of those buses. Those have to be replaced with new ones and proposed at management for new buses. As the new academic year is going to start shortly transport manager is requested to follow up the issue.



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4. We permitted only first year students (New Joining Students) allowed to board the college buses for one week without passes and remaining students have to get the bus passes on the first day of their boarding. We are not allowing the students to pay the transport fee in installment bases as it disturbs the student concentration towards studies.
5. Applications will be issued as per the vacancy position and filled the vacancy on first come first join bases. Transport applications will be issue from 5th June 2023.


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REC/ADMN/CIR/

Date 27-06-2023

CIRCULAR

It is hereby informed that 4th year B.Tech class work for the academic year 2023-24 is commencing. In this connection, students who wish to avail transport facility must pay the fees on or before **30.06.2023**

Without payment of transport fees students will not be allowed to board the buses after the due date.



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Copy to:

1. The Chairman for Information.
2. Dean, Student affairs.
3. All HODs with a request to circulate among all the students.
4. Transport Department.



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REC/ADMN/CIR/

Date 27-06-2023

CIRCULAR

It is hereby informed that 3rd year B.Tech class work for the academic year 2023-24 is commencing. In this connection, students who wish to avail transport facility must pay the fees on or before **05.07.2023**

Without payment of transport fees students will not be allowed to board the buses after the due date.



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