



# MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NBA and NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

## **Minutes of the Transport Committee Meeting Held in the Board room on 20/02/2024**

A meeting was conducted in the Library on 20/02/2024 to discuss certain committee matters pertaining to the college Library. The details of the meeting are briefed below.

### **Names of the members who have attended the meeting**

1. Dr. K. Veera Raghavulu	Coordinator, Mech
2. Dr. T.S. Srinivas	Member, CSE
3. Mr. D. Pavan Kumar	Member-Admin
4. Mr. N. Ramesh	Member-H&S
5. Mr. A. Shalini	Member-IT
6. Mr. E. Srinivas	Member-ECE
7. Mr. T. Jaya Krishna	Member - Civil

The following points were discussed at length in the committee meeting convened by coordinator in Transport committee on 20/02/2024.

### **Agenda**

- I. Providing Transport facility to all the students and faculty who required
- II. Maintaining the Transport vehicles and Time maintenance.

The coordinator initiated the meeting by welcoming all the members present for the meeting.

#### **I. Providing Transport facility to all the students and faculty who required**

1. Transport committee in charges of all departments should inform to students and faculty to utilize the college transport as per their requirement.
2. To take care of the Transport vehicles fitness and Insurance and inspect them time to time.



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**II. Maintaining the Transport vehicles and Time maintenance.**

1. To plan and organize Transport vehicles reach the college in time and as per the schedule
2. To Maintain the Transport vehicles available for the students and faculty pickup and drop before start of the college and after college hours in a safe and perfect way.

*K. Veer Prasad*  
**COORDINATOR**