



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS

(APPROVED BY AICTE-NEW DELHI, AFFILIATED TO JNTUK KAKINADA)

Accredited by NBA and Certified by ISO 9001:2015

NH-16, Vallur – 523272, Ongole, Prakasam District, A.P.

10-06-2018.

CIRCULAR

This is to inform all the Transport Committee members that a meeting has been scheduled on 13-06-2018 at 10:30AM in Simulation lab 1 in ECE Department. All the members are requested to attend the meeting without fail.

AGENDA:

1. To finalize the functionalities of the Transport Committee.
2. To finalize the roles and responsibilities of the coordinator and members.
3. To gather the information of the students who are travelling in our college busses.
4. To gather the occupancies and bus drivers list of every bus and details of every bus.

Sl. No.	Faculty Name	Role	Contact No.	Signature
1	Mr. Benjamin Paul. A, ECE	Coordinator	8686861546	
2	Mrs. S. Sailaja, CSE	Member	9441997148	
3	Mrs. G. Sahithi, EEE	Member	9553689313	
4	Mr. V.V. Subba Reddy, CE	Member	9704794764	
5	Mr. K. Koteswara Rao, ME	Member	9586254845	
6	Mr. G. Srinivas, S&H	Member	9494528949	
7	Mr. B.G.V. Phani Madhav, MBA	Member	9420227878	
8	Mr. M. Jagadessh, MCA	Member	9030687414	

COORDINATOR
Transport Committee
Mr. Benjamin Paul. A
Asst. Prof.
Dept. of ECE

Copy to:

1. PA to Principal
2. All HOD's.
3. All Committee Members.



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NH-16, Vallur – 523272, Ongole, Prakasam District, A.P.

13-06-2018.

MINUTES OF MEETING

With reference to the circular dated 10-06-2018 the Transport Committee has been assembled in Simulation Lab 1 in ECE Department for the activities to be done regarding Transportation of College Busses for the AY 2018-2019.

AGENDA:

1. To finalize the functionalities of the Transport Committee.
2. To finalize the roles and responsibilities of the coordinator and members.
3. To gather the information of the students who are travelling in our college busses.
4. To gather the occupancies and bus drivers list of every bus and details of every bus.

During the meeting the following members were present:

Sl. No.	Faculty Name	Role	Contact No.	Signature
1	Mr. Benjamin Paul. A, ECE	Coordinator	8686861546	
2	Mrs. S. Sailaja, CSE	Member	9441997148	
3	Mrs. G. Sahithi, EEE	Member	9553689313	
4	Mr. V.V. Subba Reddy, CE	Member	9704794764	
5	Mr. K. Koteswara Rao, ME	Member	9586254845	
6	Mr. G. Srinivas, S&H	Member	9494528949	
7	Mr. B.G.V. Phani Madhav, MBA	Member	9420227878	
8	Mr. M. Jagadessh, MCA	Member	9030687414	

The following points were discussed during the meeting and the minutes were recorded as below,

1. The Coordinator Mr. Benjamin Paul. A has welcomed the members of the committee who have been assembled for finalizing the functions of the committee.
2. The coordinator suggested the committee members to depute 2 students in each department to give their names for Transport Committee.
3. After discussing with all the committee members the finalized functions and facilities of Transport Committee are framed and finalized.
4. Also, the committee has finalized the roles and responsibilities of the Coordinator, Department Coordinator/member and student Coordinator/member.
5. The Coordinator suggested the members to gather the student's information those who are travelling in college Busses and bus details.

Coordinator



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NH-16, Vallur – 523272, Ongole, Prakasam District, A.P.

16-10-2018.

CIRCULAR

This is to inform all the Transport Committee members that a meeting has been scheduled on 21-10-2018 at 10:30AM in Simulation lab 1 in ECE Department. All the members are requested to attend the meeting without fail.

AGENDA:

1. To finalize the gathered details of the Transportation in the college.
2. To prepare the necessary documents for the total gathered information.
3. To identify the students those who are having their Bus Fee dues and to take necessary actions.

Sl. No.	Faculty Name	Role	Contact No.	Signature
1	Mr. Benjamin Paul. A, ECE	Coordinator	8686861546	
2	Mrs. S. Sailaja, CSE	Member	9441997148	
3	Mrs. G. Sahithi, EEE	Member	9553689313	
4	Mr. V.V. Subba Reddy, CE	Member	9704794764	
5	Mr. K. Koteshwara Rao, ME	Member	9586254845	
6	Mr. G. Srinivas, S&H	Member	9494528949	
7	Mr. B.G.V. Phani Madhav, MBA	Member	9420227878	
8	Mr. M. Jagadessh, MCA	Member	9030687414	

COORDINATOR

Transport Committee

Mr. Benjamin Paul. A

Asst. Prof. from Dept. of ECE

Copy to:

4. PA to Principal
5. All HOD's.
6. All Committee Members.



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NH-16, Vallur – 523272, Ongole, Prakasam District, A.P.

21-10-2018.

MINUTES OF MEETING

With reference to the circular dated 16-10-2018 the Transport Committee has been assembled in Simulation Lab 1 in ECE Department for the activities to be done regarding Transportation of College Busses for the AY 2018-2019.

AGENDA:

1. To finalize the gathered details of the Transportation in the college.
2. To prepare the necessary documents for the total gathered information.
3. To identify the students those who are having their Bus Fee dues and to take necessary actions.

During the meeting the following members were present:

Sl. No.	Faculty Name	Role	Contact No.	Signature
1	Mr. Benjamin Paul. A, ECE	Coordinator	8686861546	
2	Mrs. S. Sailaja, CSE	Member	9441997148	
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8	Mr. M. Jagadessh, MCA	Member	9030687414	

The following points were discussed during the meeting and the minutes were recorded as below,

1. The Coordinator Mr. Benjamin Paul. A has welcomed the members of the committee who have been assembled for finalizing the functions of the committee.
2. The coordinator suggested the committee members to do the required documentation work for their department.
3. After discussing with all the committee members the coordinator have gathered the students Bus Fee pending details.

Coordinator