

12.07.2023

**COMMITTEE MEETING CIRCULAR**

Dear Members of the Bus Transportation Committee for Hindusthan College of Engineering and Technology,

I am pleased to invite you to our upcoming meeting on 14.07.2023, at 2:00 PM in the Principal Board Room.

The agenda for the meeting will be as follows:

1. Approval of minutes from the previous meeting
2. Fitness certificate for our college bus.

Open forum for any additional issues, concerns or suggestions regarding the college's bus transportation system.

All members are expected to attend the meeting. In case of absence, please notify me in advance. Your contributions and participation will be appreciated.

Please come prepared with any relevant reports or updates for the agenda items. If you have any additional items to add to the agenda, please notify me no later than 13.07.2023.

Thank you for your continued support and commitment to improving the bus transportation system for our college.

Sincerely,



Coordinator



Principal

Copy To

1. The Transportation Committee Members
2. All HODs/ Establishments
3. File

Date:18.07.2023

The Transportation committee meeting was held on 14.07.2023 in the Principal board room.

The following were discussed with the members.

1. Approval of minutes from the previous meeting
2. Fitness certificate for our college bus.
3. The committee discussed about the repairs and new works to be done.
4. Any other

The meeting end with a thanks note.

| S.No | NAME                | DESIGNATION                      | POSITION     | SIGNATURE                                                                             |
|------|---------------------|----------------------------------|--------------|---------------------------------------------------------------------------------------|
| 01   | Dr. J.Jaya          | Principal                        | Chair Person |    |
| 02   | Dr.S.Kannan         | Professor/Mechanical Engineering | Co-ordinator |   |
| 03   | Dr.K.Thirumoorthy   | Associate Professor              | Member       |  |
| 04   | Mr.D.Magesh         | Assistant Professor/CSE          | Member       |  |
| 05   | Mr.S.Elango         | Assistant Professor/MBA          | Member       |  |
| 06   | Mr.S.T.Jesuraj      | Lab Technician                   | Member       |  |
| 07   | Mr.A.Manikandan     | Lab Technician                   | Member       |  |
| 08   | Mr.G.A.Murugan      | Lab Technician                   | Member       |  |
| 09   | Mr.P.Arun           | Lab Technician                   | Member       |  |
| 10   | Mr.S.Muniasamy      | Lab Technician                   | Member       |  |
| 11   | Mr.S.Senthil        | Lab Technician                   | Member       |  |
| 12   | Mr.R.Mohanasundaram | Attender                         | Member       |  |

  
Coordinator

  
Principal