



**ACE**  
Engineering College  
(Approved by AICTE & Affiliated to JNTUH)



**AUTONOMOUS INSTITUTION**

(Sponsored by Yadala Satyanarayana Memorial Educational Society, Hyderabad) Approved by AICTE & Affiliated to JNTUH

**B.Tech Courses Offered : CIVIL, EEE, MECH, ECE, CSE, IT, CSE-IoT, CSE-AI & ML and CSE-DS**

**NBA Accredited Courses : CIVIL, EEE, MECH, ECE, and CSE, College Accredited by NAAC with A Grade**

ACEEC/Transport/Circular/2025-26/02

Date: 03/02/2026

### Meeting Circular

All members of the Transport Committee are hereby informed that a meeting is scheduled to be held on February 5, 2026 at the Principal Office at 02.30 p.m.

#### Agenda of the Meeting:

1. Verification of vehicle fitness certificates, driver licenses, insurance policies, pollution control (PUC) certificates, and road tax payments for all college buses and cars.
2. Discussion and fixation of financial responsibility/accountability for penalties imposed due to traffic violations by drivers.
3. Review and reorganization of current Bus In-charges.
4. Evaluation of requests for route extensions or modifications from students, parents, and staff members.
5. Others if any with the permission of the Chair.

All concerned members are requested to attend the meeting punctually.

S.No.	Name	Designation	Role	Sign
1.	Dr.N.Sudhakar Reddy	Principal	Chairman	
2.	Mr. Ch Prabhakar	Administrative Officer	Convener	
3.	Mr. C.Shankaraiah	I/c, Transport	Member	
4.	Mr. Md Sarwar	Transport Coordinator	Member	
5.	Ms. Swathi	Office Assistant	Member	
6.	Mr. Prabhakar	Senior Driver	Member	
7.	Mr. CH.Narsing Rao	Senior Driver	Member	
8.	Mr.G.Abhinava Reddy	Student	Member	
9.	Ms.M.Sai Lasya	Student	Member	

Convener

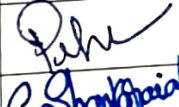
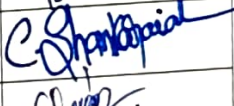

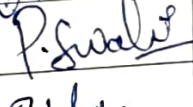




Principal

Date: 05/02/2026

ACEEC/Transport/Minutes/2025-26/02

### Minutes of the Meeting

1. All vehicle documents were verified, and the Transport Coordinator was directed to renew expiring PUCs and Insurance by the month-end.
2. It was resolved that penalties resulting from driver negligence will be borne by the driver, while technical/vehicle-related fines will be covered by the college.
3. The committee approved the reshuffling of bus in-charges for specific routes to improve operational efficiency and student supervision.
4. Extension of Routes was approved based on student requests, while other proposals were deferred pending a feasibility study.
5. The Chair approved a mandatory weekend training session for all drivers on emergency safety protocols and first-aid response.

S.No.	Name	Designation	Role	Sign
1.	Mr. Ch Prabhakar	Administrative Officer	Convener	
2.	Mr. C.Shankaraiah	I/c, Transport	Member	
3.	Mr. Md Sarwar	Transport Coordinator	Member	
4.	Ms. Swathi	Office Assistant	Member	
5.	Mr. Prabhakar	Senior Driver	Member	
6.	Mr. Anjaneyulu	Senior Driver	Member	
7.	Mr.G.Abhinava Reddy	Student	Member	
8.	Ms.M.Sai Lasya	Student	Member	

  
Principal