



OFFICE OF THE REGISTRAR
GIET UNIVERSITY, GUNUPUR-765022, ODISHA

No 2150 /GIETU/2022

Date:- 14.07.2022

Transport Committee
(Academic Year 2022-2023)

Sl. No.	Name	Designation	Position
1.	Dr. Ajit Kumar Patro	Asst.Prof, ECE, SOE&T	Convener
2.	Mr. B.Rabi Prasad	Asst.Prof,School of Sciences	Co-Convener
3.	Mr.G.K Mohanta	Asst.Prof , ME, SOE&T	Member
4.	Mr. A. Chiranjibi Rambabu Achary	Assoc. Prof , BSH, SOE&T	Member
5.	Mr.Sujit Kumar Patro	Asst.Prof, EEE, SOE&T	Member
6.	Dr Ami Kumar Parida	Asst.Prof, ECE, SOE&T	Member
7.	Mr.Ranjeet Panigrahi	Asst.Prof, CSE, SOE&T	Member
8.	Mr. Debasish Mohapatro	Asst.Prof,School of Management Studies	Member
9.	Dr. Tapan Kumar Pattnaik	Asst.Prof,School of Science	Member
10.	Mr. Abhinab Mishra	Asst.Prof, School of Agriculture	Member
11.	Mr.Rabinaryan Rath	Transpost Supervisor	Member
12.	Mr.Siba Dutta Mishra	Transpost Supervisor	Member
13.	Mr.Ranjit Patra	Transpost Supervisor	Member
14.	Mr.K Harinath Rao	Transpost Supervisor	Member
15.	Mr.Durga Prasad Das	Transpost Supervisor	Member
16.	Mr.Uma Prasad Dandasena	Transpost Supervisor	Member

M. Odia
13/7/2022
REGISTRAR

GIET ,University Gunupur

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1. Director General, Vice Chancellor for information.
2. Registrar, Dean (Academics), Dean (School of Engineering and Technology), Dean (School of Agriculture), Dean (School of Management Studies), Dean (School of Sciences), Dean (Admissions), Deputy Dean (Student Affairs), Asst. Dean (Administration)-SOA, Controller of Examinations, Deputy Registrar, All Heads of the departments for information.
3. All Coordinators B.Tech, M.Tech., B.Sc. and other Programmes, Central library, Prof. I/C (T&P), HR Cell, Accounts Officer, Audit Officer, Digital Marketing , Sports Officer, Medical Officer, Admission Officer (Foreign Nationals), Alumni Officer, Manager- Facilities, Warden-Town Control Room, Warden-Campus Control Room, PRO, Security Officer, Transport Officer, Central Office, Manager Catering, Manager Canteen, Supervisor – Central Store, IQAC, E Class and All Concerned for information.
4. Persons Concerned, personal files of the concerned and guard file for record.

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Responsibility Area – Transport Committee

Academic Year: 2022-23

This committee is formed to ensure convenience in traveling for students and faculty. The transportation service operates on all working days, at fixed timings from various places predefined to be operated from.

Objectives:

- To coordinate various bus routes regularly with the assistance of route-in-charges.
- To supervise and manage the daily transport operations and provide required instructions to the route-in-charges.
- To inspect the condition of the buses and report for necessary action on a continuous basis.

Roles and Responsibilities:

- Coordinate the Educational Trips and field visits conducted by different Departments/ Schools.
- Provide transportation service to students, teachers, and the Departments/Schools after proper assessment of the requisition and ensure optimum use of transportation facility.
- Provide additional transport facility to students/staff that are staying on the campus beyond working hours for library/placement/project or course activities.
- Coordinate various routes regularly with the assistance of route-in-charges.
- Supervise the daily transport operations and provide required instructions to the route-in-charges.
- Inspect the condition of the buses and report for necessary action on a continuous basis.
- Periodically checking the validity and expiration of documents of the transportation services used by the University.
- Allocation of service to a particular driver and in the event of the driver's absence a suitable alternative must be arranged immediately.
- All the services must be kept in excellent running condition and cleanliness must be ensured. Ensure to place a mechanism for the check-up of the vehicles at regular and frequent intervals.
- Ensure that drivers stick to speed governors provided in the vehicles giving top priority to safe driving.
- Any breakdown of a bus enroute to university or return, drivers should immediately inform the Transport Supervisor. In the event of such occurrences, the students traveling in such vehicles must be adjusted by other transport means.
- Ensure that the drivers should stick to the route allotted to them and do not deviate. However, in exigencies, they can seek approval of the Transport Supervisor duly informing him/her of the situation faced by them.
- Drivers should cooperate with Transport Department officials whenever they are asked for and they should present all the requisite permissions/approvals/licenses, etc.
- Ensure that the drivers wear only the prescribed uniform during their duty hours.
- Ensure that drivers allow the students to travel only if they have a valid transportation pass issued by the college.
- Ensure that the driver's conduct with students is decently and pleasing.
- Transport Supervisor should ensure that all buses are having proper permissions/approvals/insurance. Expiry of any of the requirements must be informed to the Administrative Officer at least one week ahead of the lapse.
- Ensure to intimate the tussle between students by duly stopping the bus immediately, to the administrative authorities.
- Maintain pick up and drop schedule with a timetable of all the constituent schools and departments to maintain vehicles in a safe and roadworthy condition at all times.
- Maintain the records and files of the Study Visits / Educational Trips conducted and submit the same to the Administrative Officer.

Frequency of Meetings: The Committee will meet on an as needed basis.


Dr. Ajit Kumar Patro
Convener
Transport Committee


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