



GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS

(Managed by Venketeswar Educational Trust, Bhubaneswar)

(Approved by AICTE & Govt. of Odisha, Affiliated to BPUT and SCTE&VT, Odisha)

Ref. No.: GIET/1021/2023

Date: 3/7/23

OFFICE ORDER

Re-Formation of Transportation Committee for the academic year 2023-24

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

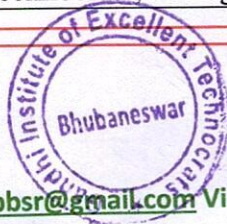
Objectives

- 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.

Sl. No.	Name and Designation	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Chairperson
2	Prof. Tushar Kumar Swain (Asst. Professor Dept. of CE, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Convenor
3	Mr. Jagannath Sahu, (Asst. Professor Dept. of ME, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Co-Convenor
4	Prof. Nilanchala Patra, (Asst. Professor MBA, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
5	Prof. Abinasha Jena, (Asst. Professor MCA, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
6	Prof. Surya Bhusan Patra, (Asst. Professor ECE, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
7	Prof. Manoranjan Mohanta, (Asst. Professor CE, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
8	Prof. Lalit Narayan Panda, (Asst. Professor BSH, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member

CAMPUS:

Shanti Niketan, At: Ghangapatna,
Po: Kantabada, Bhubaneswar
Dist: Khurdha, Pin-752054
disha, India



Email: info.gietbbsr@gmail.com Visit us: www.gietbbsr.edu.in

CITY OFFICE:

Plot No. HIG42, 1st Floor, In front of Pal Heights
Jaydev Vihar, Bhubaneswar-751013
Ph: 0674-2541843/2542842



GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS

(Managed by Venketeswar Educational Trust, Bhubaneswar)

(Approved by AICTE & Govt. of Odisha, Affiliated to BPUT and SCTE&VT, Odisha)

Ref. No.: GIET/1021/2023

Date: 3/7/23

Roles and Responsibilities:

- Provide transportation service to students, teachers and the Departments after proper assessment of the requisitor and ensure optimum use of transportation facility.
- 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 Institute.
- 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 checkup of the vehicles at regular and frequent intervals.
- Ensure that drivers stick to speed governors provided in the vehicles giving top most priority to safe driving.
- Any breakdown of a bus enroute to college or return, drivers should immediately inform the Transport In charge. In the event of such occurrences, the students travelling in such vehicle must be adjusted by other transport means.
- Ensure that the drivers should stick to the route allotted to them do not deviate. However, in exigencies, they can seek approval of Transport In charge duly informing him/her 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 valid transportation pass issued by the college.
- Ensure that the drivers conduct with students is in a decent and in pleasing manner.
- Transport In charge should ensure that all buses are having proper permissions / approvals / insurance. Expiry of any of the requisite must be informed to 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 the records and files of the Study Visits / Educational Trips conducted and submit the same to the IQAC Committee.

Principal

Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

PRINCIPAL

Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

Date: - 3/7/23

Memo No 1022/GIET-Ghangapatna/2023

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/Dy. Registrar/A.O.(Academics)/T&P/All HODs/Asst. Manager-HR/A.O.(Admin)/T&P Cell/ Library/Exam. Section/Staff Circular.
3. Person Concern for the information/personal file

Principal

Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

PRINCIPAL

Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

CITY OFFICE:

Plot No. HG42, 1st Floor, In front of Pal Heights
Jaydev Vihar, Bhubaneswar-751013
Ph: 0674-2541843/2542842

CAMPUS:

Shanti Niketan, At: Ghangapatna,
Po: Kantabada, Bhubaneswar
Dist: Khurdha, Pin-752054
Odisha, India

Email: info.gietbbsr@gmail.com Visit us: www.gietbbsr.edu.in