

ANNEXURE 4

“ABOUT US”

The Centre was established as per Syndicate Resolution No.134.11.4 dated 19.04.2000. Presently the Centre is functioning under the Headship of Dr.R.Sethumadhavan as Director and Dr.M.VenkataRamanan as Deputy Director.

The centre fuels and maintains a fleet of vehicles for university related activities. An indicative list of vehicles being manned by the centre is presented below

Cars

- Ambassador (3 Nos.)
- Chevrolet (1 No.)
- Corolla (1 No.)
- Ford (3 Nos.)
- Honda (3 Nos.)
- Indigo (2 Nos.)
- Tata Safari (2 Nos.)
- Wagon R (1 No.)

Buses

- Ashok Leyland (4 Nos.)

Van

- Mahindra Tourister (1 No.)

MISSION:

To provide responsive, responsible and efficient transportation services *at cost-effective prices* to the University while maintaining the highest level of professional ethics and integrity.

VISION:

To build the infrastructure to attend any transportation demand and to meet any service requirement of all the vehicles, with in-house facilities.

ACTIVITIES OF THE CENTRE:

- ✓ Operating vehicles for
 - ❖ Students Industrial Visits
 - ❖ NSS programs
 - ❖ NSO programs
 - ❖ YRC programs
- ✓ Lending transportation service during Faculty Development Programs / Summer and Winter Schools / National and International conferences etc.,
- ✓ Fixation of rates for outsourcing of various vehicles for usage by different Departments like Tamilnadu Engineering Admissions (TNEA), Centre for Affiliation of Institutes (CAI), Centre for Distance Education, Controller of Examinations, Centre for Research
- ✓ Liasoning with various travel agencies for time and activity bound logistic requirements
- ✓ Established a mini workshop for
 - ❖ In-house servicing & maintaining the vehicles
 - ❖ Water washing the vehicle exteriors
 - ❖ Vacuum based cleaning of the vehicle interiors
 - ❖ Inflating the tubes of vehicles
 - ❖ Pneumatically greasing the rotating components of the vehicles and
 - ❖ Servicing the punctured tubes
- ✓ Condemnation of redundant university vehicles by following standard Government norms (in association with Motor vehicles Maintenance Department (GoTN) and Regional Transport Office)
- ✓ Periodical Renewal of
 - ❖ Insurance
 - ❖ Road Tax and
 - ❖ Pollution Control Certificatefor the university vehicles
- ✓ Acquiring fitness certificate / permit / temporary permit for plying vehicles beyond the permitted jurisdiction from the Regional Transport Office (RTO)
- ✓ Providing Drivers to University Officials in place of regular Drivers, as and when the need arises

- ✓ Transportation arrangements for the Guests of University
- ✓ Facilitating purchase of different vehicles viz., cars / tractors / buses / load van etc., for University
- ✓ Provides fuel to Generators based at Administrative Blocks
- ✓ Religious logging and upkeep of Fuel and Maintenance Registers (Part 1 and Part 2) for all the vehicles pertaining to logistics centre
- ✓ Monitoring the mileage of the vehicles and initiating corrective action, thereof
- ✓ Maintenance of fire extinguishers and first aid kit as per the norms laid by RTO
- ✓ Checking the physical fitness of the Drivers for plying the vehicles, in a periodic manner