



TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

AN AUTONOMOUS INSTITUTION

Accredited by NBA and NAAC with 'A+' Grade.
(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTU H)
Medbowli, Meerpet, Balapur, Hyderabad, Telangana - 500 097

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DEPARTMENT OF EEE For the A.Y 2024-25 Purchase Committee

Members

S. No	Name of the Person	Category	Desisnation
1	Dr.K. Raju Associate Professor	Head of the department	Chairman
3	M.Chinnalal Assistant. Professor	Senior faculty of Department	Member
4	K. Govinda Rao Assistant Professor	Faculty of Department	Convener

Meeting Schedule

Minimum twice in a academic year

Functions

- Inviting requirements from concerned lab in-charges and faculty.
- Consolidating all lab budgets and forwarding to the College Purchase Committee.
- Calling for Quotations and preparing comparative statement after getting approval from College Purchase Committee.
- Negotiations on terms & conditions & payment details.
- Issuing Purchase Orders.
- Approving the Bills after Quality checking/Demonstration, installation & Commissioning. Forwarding to the College Purchase Committee for Payment.

Activities

On receiving permission for procurement of materials for the department, the committee

- I. Procures quotations
- II. Prepares comparative Statement (Price & Technical Specification)
- III. Report to be forwarded to Purchase committee of the College through HOD on delivery of materials

The committee ensures that

- I. Physical inspection of the materials is done to ensure work ability & specification agreed upon
- II. All materials received are entered in the department stock register and handed over to the faculty in charge
- III. Forward the bills for payment to the College Purchase Committee


HOD

Head of the Department
Electrical & Electronics Engineering
TKR College of Engineering & Technology
(AUTONOMOUS)
Medbowli, Meerpet, Hyderabad-97.