



TKR COLLEGE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated by JNTUH,
Accredited by NBA & NAAC with 'A' Grade)



Purchase Committee

Members

1	Dr.A.Suresh Rao, Professor of CSE, Dept. of CSE, TKRCET.	Head of the department	Chairman
2	A. Pradeep, Asst. Professor, Dept. of CSE.	Senior faculty of Department	Member
3	Kiran kumar, System Admin, Dept. of CSE	Senior System Administrator	Member
4	Dr.A.Pramod Reddy, Professor, Dept. of CSE.	Senior faculty of Department	Convener

Meeting Schedule

Minimum twice in an 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.



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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 workability & 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