



**TKR COLLEGE OF ENGINEERING AND TECHNOLOGY  
(AUTONOMOUS)**

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



**DEPARTMENT PURCHASE COMMITTEE**

S.No.	Faculty Names	Responsibility as	Additional Info
1.	K.V.R.Satya Sai	Chairman	HoD
2.	V.Sai Vikas	Convener	Faculty
3.	G.Madhusudan	Member	Faculty
4.	D.Himaja	Member	Faculty
5.	B.Anusha	Member	Faculty

**Roles & Responsibilities:**

1. The HoDs of departments concerned / Lab In-charge / Lab Technicians make arrangements for getting the quotations based on the intended specifications. Comparative chart is prepared with the help of indenter. Based on the recommendations of the department, usually by the respective HoD, purchase committee will deliberate on the quotations, specifications and negotiate.
2. Recommend the suitable vendor for the procurement.
3. To maintain constant touch with the market condition and explore possibilities of identifying new sources of supply at competitive rates ensures equitable treatment of suppliers and promotion of competition in procurement.

**Frequency of Meetings:**

As and when required.

HoD  
**HEAD**

Dept. of Civil Engineering  
TKR College of Engineering & Technology  
(AUTONOMOUS)  
Meerpet, Hyderabad-97