



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

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated by JNTU,
Accredited by FIRA & FIRA with 'A' Grade)



Purchase Committee

Members

1	Dr.D.Nageshwar Rao Head of the department Electronics&Communication Engg. Dept TKRCET	Head of the department	Chairman
2	Dr..P.Venkat Lavanya Associate Professor, ECE	Senior faculty of Department	Convener
3	Mrs. A. Lavanya, Assistant .Professor, ECE	Senior faculty of Department	Member

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

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

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

Principal
TKR College of Engineering & Technology
(AUTONOMOUS)
Medbowli, Meerpet, Hyderabad-97.