



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.M.Mahesh, Electronics&Communication Engg. Dept,TKRCET Professor, ECE | Head of the department | Chairman |
| 2 | Dr.P.Venkat Lavanya Associate Professor, ECE | Senior faculty of Department | Convener |
| 3 | Mr.M.Satyanarayana 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 and 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