



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, Bafapur, Hyderabad, Telangana – 500 097



Department of Information Technology

Academic Year – 2024-25

Purchase Committee (Academic Year : 2024-25)

No. TKRCET/IT/2024-25/PC-04

Date: 01/07/2024

The Purchase Committee is formed by the faculty members of the department along with schedule, functions, activities and responsibilities for the Academic Year 2024-25. Kindly go through the committee members, and accord the permission/approval for the academic year 2024-25.

1	Dr.N.Satyanarayana Professor, Dept. of IT, TKRCET.	Head of the department	Chairman
2	J. Ramesh Assistant Professor Department of IT	faculty of the Department	Member
3	M.Aruna Assistant Professor Department of IT	faculty of the 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

Activities:

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

- I. Procures quotations
- II. Prepares comparative Statement (Price & Technical Specification)



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Department of Information Technology

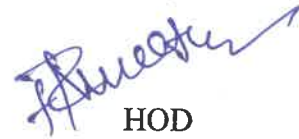
Academic Year – 2024-25

- 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

Submitted to the Principal TKRCET(K9) for the approval of the Department Purchase Committee for the Academic Year 2024-25.


HOD

Department of Information Technology

Head Dept. of Information Technology

TKR College of Engineering & Technology

Medbowli, Meerpet, Hyderabad-500097-TS

Approval/ Not approval


Dr. D.V. Ravi Shankar

Principal

Principal

TKR College of Engineering & Technology

(AUTONOMOUS)

Medbowli, Meerpet, Hyderabad-97.