



Purchase Committee

Members

1	Dr.K.Gyaneshwari, Asst Professor of MBA, Dept. of MBA, TKRCET.	Head of the department	Chairman
2	A Chaithanya Asst Professor of MBA Dept of MBA	Senior faculty of Department	Member
3	Balakrishna Allugubelli Asst Professor of MBA Dept of MBA	Senior System Administrator	Member
4	T Rakesh Asst Professor of MBA Dept of MBA.	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.

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

**Head, Dept of Master of Business Administration,
TKR College of Engineering & Technology
Meerpet, Balapur-97.**