

## PURCHASE COMMITTEE

### Introduction:

To identify and monitor the purchases required for all the academic, administrative and amenities requirements

### Objectives:

- ❖ To take indents from the departments/committees/ faculties etc against requirement.
- ❖ To supervise all the purchases made in the campus.
- ❖ To analyse quotations provided by the logistics department, and provide recommendation for approval by the person having delegated powers.
- ❖ To request technical input from relevant staff as required.
- ❖ To ensure proportionality, transparency, accountability and fairness in the procurement process
- ❖ To frame necessary guidelines to exercise its powers judiciously.

### Procedure:

- ❖ Explore and capitalize on all legally permissible opportunities for cost reduction on purchase of materials.
- ❖ Ensure suppliers adhere strictly to brand or make and test specifications of those materials and equipment received meet specified quality standards and all stated performance criteria.
- ❖ Seek clarification from suppliers/service providers where necessary.
- ❖ To analyze quotations provided by the logistics department, and provide recommendation for approval.
- ❖ To ensure the Quality of the equipment received.

### Responsibilities:

- ❖ . To ensure all documentation is accurately completed.
- ❖ The PC should also be assigned a role within the supplier pre-processing process.
- ❖ Establish and maintain good relations with suppliers.
- ❖ Implement buyer rotation plan.

### Frequency of Meetings:

Twice every Semester

### Committee membership details:

SI.No	Designation	Committee Role
1	Director	Chairperson
2	Senior Faculty Member	Convenor

3	Associate Professor	Member
4	Accountant	Member
5	Sr.Assistant	Member
<b>Committee members:</b>		
<b>Name</b>	<b>Designation</b>	<b>Committee Role</b>
Dr.D.Nisar Ahmed	Director	Chairperson
Dr.Zahid Husain	Additional Director (Administration)	Convenor
Dr.Hameed Kan.TAM	Associate Professor(Accreditation)	Member
Mrs.A.K.Abdul Samath	Accountant	Member
Mr.Imtiaz Sharief	Senior Assistant	Member