



ADITYA ENGINEERING COLLEGE

• An Autonomous Institution •

Approved by AICTE • Affiliated to JNTUK • Accredited by NBA, NAAC with 'A' Grade

Recognized by UGC under sections 2(f) and 12(B) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem-533 437, Near Kakinada, E.G.Dt., Ph: 99498 76662, 99897 76661

PURCHASE COMMITTEE

Proceedings of the Principal, Aditya Engineering College

Date: 29-05-2019

Sub: Aditya Engineering College, Surampalem – Constitution of Purchase Committee for the academic year 2019-20 – Reg.

The undersigned is pleased to constitute Purchase Committee with the following body for the academic year 2019-20.

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| 1. Dr M Sreenivasa Reddy, Principal | Chairman |
| 2. Mr Devu Adinarayana, Accounts Officer | Convener |
| 3. Prof V.Satyanarayana, Assoc.Prof., Dept.of ECE,
Nominee of the BOG | Member |
| 4. Dr M.S.C, Sophia, Professor, Dept of H&BS | Member |
| 5. Dr V.V. Kamesh, Professor, Dept.of ME , | Member |
| 6. Mrs A.Vanathi, Assoc.Prof., Dept.of CSE | Member |

FUNCTIONS:

The Purchase Committee of the College will perform the following duties and functions:

- It invites the requirements from the Heads of the Departments for equipment, software, books & LRs, furniture, consumables etc.
- After receiving the requisitions the committee will place all the specifications on the college website in case of NS & NCB and release a notification in papers calling for quotations from various companies as per the specifications placed on college website.
- After receiving the quotations it forwards the same to the concerned departments for preparing comparative statement and to decide the L1 as per the norms pertaining to NS/NCB and recommend for placing order.

- iv. Based on the Departmental purchase committee recommendation, orders will be placed to the suppliers.
- v. On supply of equipment and after installation based on the certificate from the HOD the bills will be forwarded to Finance Committee for payment to the suppliers.



(Dr M Sreenivasa Reddy)
Principal

To
The Members to comply with