



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC  
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/CPC/2022-23/Constitution of Purchase Committee

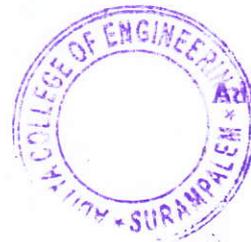
06-07-2022

## NOTICE

The undersigned is pleased to constitute the Purchase Committee with the following members for the academic year 2022-23 to strengthen the academic facilities.

S.No	Name of the person	Designation	Role
1	Dr.A Ramesh	Principal	Chairman
2	Prof.K Manoj Kumar Reddy	HOD-EEE	Coordinator
3	Dr G Rama Krishna	HOD-ECE	Member
4	Dr.G S N Murthy	HOD-CSE	Member
5	Prof.Y K S Subba Rao	HOD-ME	Member
6	Prof.M Srinivasu	HOD-HBS	Member
7	Prof.Ch Naresh	HOD-CE	Member
8	Mr.Y Durga Prasad	Assistant Professor	Member
9	Mr.K Sangeet Kumar	Assistant Professor	Member
10	Mr.T N V S Ramachandran	AO	Member
11	Mr.M Raghunath	Maintenance Manager	Member
12	Ms Duddu Sita Maha Laxmi	IV B Tech ECE Student	Student Member
13	Mr Nunna Rakesh	IV B Tech CE Student	Student Member
14	Ms Vuppu Rama Lova Alekhya	IV B Tech CSE Student	Student Member

Copy to members of Central purchase committee.



PRINCIPAL  
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Aditya College of Engineering  
SURAMPALEM - 533 437



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Ref: ACOE/CPC/2022-23/SOP

09-07-2022

## CENTRAL PURCHASE COMMITTEE STANDARD OPERATING PROCEDURE (SOP)

### Academic Year 2022-2023

1. Purchase Committee meeting will be conducted at the beginning of each academic year or as and when required.
2. Coordinator acts as a means of communication between the committee and Heads of all Departments to provide the details of requirements of their concerned departments.
3. Heads of department raise the indent for consumables and non consumables and submit to the principal for approval.
4. All the consumables will be procured in local markets.
5. The requirement of non-consumables such as laboratory equipment or any other major equipment based on the regulations in force will be identified by heads of departments and the requirement will be submitted to the principal for discussion and approval.
6. All the approved indents will be received by the purchase committee.
7. Purchase Committee (PC) will identify the vendors based on the given technical specifications.
8. PC will call for quotations from suitable 3 or 4 vendors.
9. PC will prepare comparative statement after receiving quotations and submit to the principal.
10. The principal will discuss all possibilities in terms of quality, service after sales, price, discounts, with Members of PC and other people concerned.
11. After elaborated discussion the supplier will be decided and the decision will be approved by the principal after getting clearance from governing body.
12. Based on the approval, purchase order will be prepared and dispatched either through mail or by post.
13. PC will keep track of the order based upon agreed conditions by releasing the amount as an advance.
14. Consignments of items as per the Purchase Order (PO) will reach to college at a stipulated date.
15. Consignment of goods received in college will be inspected for damages and compliance the defects will be notified to supplier.
16. The equipment/devices/items will be handed over to the Head of the department concerned for installation/entry in stock register.
17. PC will follow up for technical/service personnel for installation and commissioning of equipment.
18. PC recommends paying the balance amount receiving fitness certificate from supplier's technical team and approval of Head of the department concerned.

  
COORDINATOR

  
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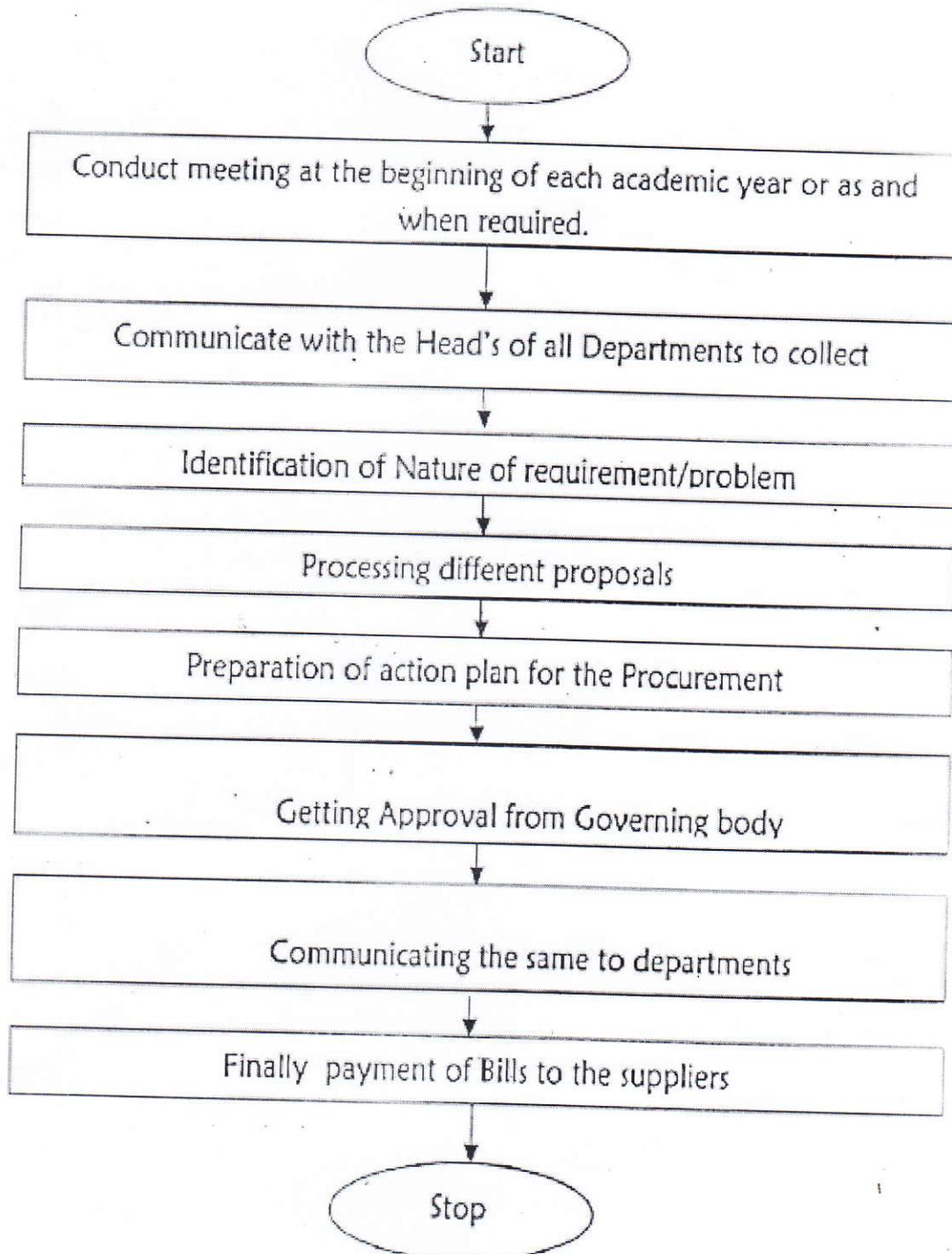
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## STANDARD OPERATING PROCEDURE FOR PURCHASE COMMITTEE





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Ref: ACOE/CPC/2022-2023/Circular

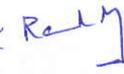
14-07-2022

## CIRCULAR

All the members of the Central Purchase Committee are hereby informed that a meeting will be held on 16<sup>th</sup> July 2022 at 2.30 PM in the seminar Hall 101, Ramanujan Bhavan with following agenda:

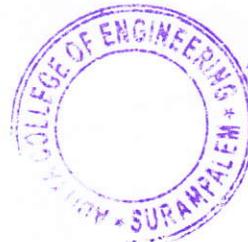
### AGENDA

- 1) To form Department wise purchase committees.
- 2) Framing the rules for finalizing the procurement proposal of Departments.
- 3) Procedure to select the supplier and placing purchase order.
- 4) Procedure to be adopted for payment of Bills to the suppliers.
- 5) Any other Points with the permission of the chair.

K N K R 

COORDINATOR  
Central Purchase Committee

Cc to: Members of Central Purchase committee





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Ref: ACOE/CPC/2022-23/1/MOM

20-07-2022

## MINUTES OF PURCHASE COMMITTEE Academic Year 2022-23

Date of meeting	16 <sup>TH</sup> JULY 2021	Duration	2.30 PM to 4 PM
Venue	Seminar Hall 101, First floor, Ramanujan Bhavan		
Reference	ACOE/2022-23/1/Circular dated 14 <sup>TH</sup> JUL 2022		

The meeting of Central Purchase Committee of Aditya College of Engineering, Held on 16-09-2022 at 2.30 pm in the Seminar Hall with following agenda:

1. To form departmental Purchase Committee.
2. Rules for finalizing the procurement proposal of departments.
3. Selecting the supplier and placing purchase order.
4. Payments of Bills to the suppliers.
5. Points suggested by Chairman.

The meeting of Purchase Committee Cell was commenced with the welcome note by Coordinator-K Manoj Kumar Reddy to all the members present. The Coordinator presented the agenda along with recommendations and requested the Chairman to throw light on the issues and discussion was started. The points of the agenda were discussed and the following resolutions were made.

The Chairman Purchase Committee welcomed all the members to the meeting and appreciated for their contribution. Further, Chairman reviewed and discussed about the proposals by considering the points of agenda.

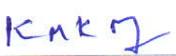
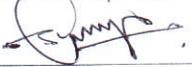
### MINUTES AND RESOLUTIONS

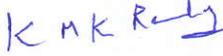
1. It is resolved to form purchase committees at Department level with the following members.
  - a) Head of the Department - Chairman.
  - b) Senior Faculty of Concerned Dept. - Members.
  - c) Concerned Lab In-Charge -Member.

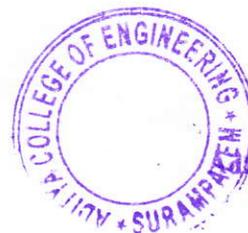
2. It is resolved that the Departmental Committees are authorized to call for quotations and prepare comparative statements and submit the same to the Central Purchase Committee for finalizing supplier.
3. It is resolved that based on the departmental purchase committee recommendations, orders will be placed to the suppliers.
4. It is resolved that on supply and installation of equipment based on the certificate from the HOD the bills will be forwarded to the Principal for payment to the suppliers.
5. Action plans of the committee are discussed and decided to hold a meeting of the committee at least twice in an academic year to review the working of the committee.

The Meeting is concluded with thanks to the Chair.

Members attended the meeting on 14<sup>th</sup> September 2021

S.No	Name of the person	Designation	Role	Signature
1	Dr.A Ramesh	Principal	Chairman	
2	Prof.K Manoj Kumar Reddy	HOD-EEE	Coordinator	
3	Dr G Rama Krishna	HOD-ECE	Member	
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 COORDINATOR  
 Central Purchase Committee



  
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