

## ❖ **Purchase Committee:**

### **A) Constitute :**

- Dr. N.C. Shah (Chairman)
- Prof. Kamlesh N Gandhi (Member Secretary)
- Prof. Tarun Lad (Member)
- Prof. Chinmay Naik (Member)
- Prof. Devendra Patel (Member)
- Prof. Fenil Khatiwala (Member)
- Prof. Rinkal Patel (Member)
- Prof. Darshan Kapadia (Member)

### **B) Function:**

- To scrutiny purchase proposal received from the department.
- To suggest phase wise development of laboratories in each department – short term & long term development proposal.
- To prepare maintenance & operation policy of the equipments.
- To review the purchase proposal of furniture and allied accessories from smooth and effective functioning of the laboratory.
- Explore the feasibility of testing and constancy work and the corresponding proposal for purchase of equipments shall be prepared Laboratory wise.

### **C) Process:**

- To promote research and development through suitable purchase proposal.
- HoDs & lab in-charge shall visit national level academic institute for their long & short term development programme
- Invite quotation and tenders.
- Prepare comparative statement.
- To take suggestions and option from subject concern teacher while formulating the purchase proposal.
- Every department should prepare standard equipment layout and display facility in each laboratory.

### ➤ **Responsibilities of members of committee**

- Internal members on the committee shall be nominated by the Director/HoDs.
- Internal members shall participate actively in all meetings of the committee.
- External members on the committee shall be nominated by the Provost/Director.
- Internal members shall report the decisions made by the committee to their respective departments for necessary action/implementation.

### ➤ **Responsibilities of the members secretary of the committee**

- The member's secretary with permission of the chair shall prepare the agenda and call the meetings.
- The member secretary shall circulate minutes of the meetings to all members of the Board.

- The member secretary shall Co-ordinate all purchase proposals duly approved by the committee and shall forward to the competent authority for necessary action.
- The member secretary shall ensure for proper records of dead-stock register to be maintained by the department.