



MARRI LAXMAN REDDY
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NBA and NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

Minutes of the Purchase & Stores Committee Meeting Held in the Board room on 24/01/2024

A meeting was conducted in the Board Room on 24/01/2024 to discuss certain committee matters pertaining to the college. The details of the meeting are briefed below.

Names of the members who have attended the meeting

- | | |
|-----------------------|-------------------|
| 1. Dr. S.P Jani | Coordinator, Mech |
| 2. Mr. D. Pavan Kumar | Member - Admin |
| 3. Dr. Saravanan | Member-Civil |
| 4. Dr. U. Sudhakar | Member-Mech |
| 5. Dr. N. Srinivas | Member-ECE |
| 6. Dr. A Vinod | Member-EEE |
| 7. Dr. K. Ashok | Member -H&S |

Ashok

The following points were discussed at length in the committee meeting convened by coordinator in professional body committee on 24/01/2024.

Agenda

- I. Every year, purchase of stationery, Lab Equipment, Computers and all the required infrastructure like benches for students, Faculty Tables and other material will be procured for whole college.
- II. Getting Estimations and screening by expert committees and placing purchase orders.

The coordinator initiated the meeting by welcoming all the members present for the meeting.

I. Every year, purchase of stationery, Lab Equipment, Computers and all the required infrastructure like benches for students, Faculty Tables and other material will be procured for whole college.

1. Purchase committee in charges of all departments should collect the indent from their respective departments for procurement of the stationery, computers, tables etc..
2. Purchase committee in-charges of all departments should see that the material in good condition and arrange for the departments.



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II. Getting Estimations and screening by expert committees and placing purchase orders.

1. The purchase committee is also responsible to maintain high gene in the college and for that they also purchase the House keeping materials for the college.
2. The committee screens the quotations received and after having proper technical comparisons, the committee will be place the purchase order to the selected suppliers.


+ COORDINATOR