



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107

24 College Purchase Committee

S.No.	Name of the Faculty	Designation	Department	Members
1.	Dr.V.S.K. Venkatachalapathy	Director cum Principal	Administration	Ex-Officio
2.	Dr. A.A. Arivalagar	Dean Academics	MECH	Member Secretary
3.	Dr. B.Elamurugan	Associate Professor	MBA	Member
4.	Dr. S. Jayakumar	CoE	Administration	Member
5.	Dr. S. Anbumalar	Dean Academics, Professor & Head	EEE	Member
6.	Dr. P. Raja	Professor & Head	ECE	Member
7.	Dr. K. Premkumar	Professor & Head	CSE	Member
8.	Dr. R. Raju	Professor & Head	IT	Member
9.	Dr. L.M. Varalakshmi	Professor & Head	ICE	Member
10.	Dr. K. Velmurugan	Dean R &D Professor & Head	MECH	Member
11.	Dr. A. Ramakrishnan	Professor & Head	MCA	Member
12.	Dr. N.S.N. Cailassame	Professor & Head	MBA	Member
13.	Ar. S. Manoharan	Principal	B.Arch	Member

Composition of Committee:

1. The Director cum Principal as the Chairman, Ex-Officio
2. Dean Academics - Member Secretary
3. All Heads of the department
4. Controller of Examinations

Term:

The term of the Purchase committee shall be one year.

Meetings:

The Purchase committee shall meet monthly.

Objectives :

The main objective of the college purchase committee is to ensure that quality materials are procured and standard purchase procedures are followed in all purchases of the college.

Functions of the Committee

1. The purchase section makes arrangements for getting the quotations based on the specified requirements from the leading companies.
2. A comparative chart is done with the help of the indenter (at least three quotations from major suppliers are required).
3. Ensuring proportionality, transparency, accountability and fairness in the procurement process.
4. Ensuring all relevant documentation is prepared prior to the Purchase Committee meeting.
5. Based on the recommendations of the Department heads, the purchase committee will deliberate on the quotations and recommend the best company from which the items may be procured.
6. It is mandatory to submit the requirements before the start of every academic year.



Director cum Principal

Dr.V.S.K.Venkatachalapathy