



D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

PURCHASES COMMITTEE MEETING NOTICE

There will be a meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram on dt., 17-10-2023 at 4:00 pm in Principal's chamber to transact the following business. Hence the members of the said committee are requested to attend the meeting without fail.

Agenda:

Subject No.1: To examine and approve the purchase procedure that has been followed in making purchases for college purpose during the academic year 2023-24.

Subject No. 2: To approve the amount of expenditure incurred towards the purchases made for college purpose duly utilizing Special Fee, General Fee and UGC funds (no grants from UGC) received for the Academic Year 2023-24.

Subject No. 3: Any other matter.

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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

Minutes of the meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram held on dt., 17-10-2023 at 4:00 pm in Principal's chamber.

Members Present:

Dr.B.S.Santha Kumari, Principal

Sri M.V.N.Bhaskara Raju, HoD of Mathematics

Sri. G.Moses, HoD of Statistics

Sri S.Anil Dev, HoD of Chemistry

Dr. K.Usha Rani, HoD of Zoology

Sri M.L.Narayana Raju, HoD of Economics

Dr. K.Gowtham Kumar, HoD of Social Work

Dr. A.V.Naga Varma, HoD of PG Economics

Dr. B.V.Narasimha Raju, HoD of Physical Education

Sri M.Zaheer Ahmed, Office Superintendent

Sri M.Satyanarayana, Accountant.

B.S.S.

M.V.N.

G.M.

S.A.D.

K.U.R.

M.L.N.

K.G.K.

A.V.N.

B.V.N.

M.Z.A.

M.S.

Minutes:

Subject No.1: To examine and approve the purchase procedure that has been followed in making purchases for college purpose during the academic year 2023-24.

Resolution No.1: Examined the procedure thoroughly and resolved to approve the existing procedure of purchases to be made for college purpose during the academic year 2023-24.

Subject No. 2: To approve the amount of expenditure incurred towards the purchases made for college purpose duly utilizing Special Fee and General Fee received for the Academic Year 2023-24.

Resolution No.2: Resolved to approve the amount of expenditure incurred towards the purchases made for college purpose duly utilizing Special Fee and General Fee received for the Academic Year 2023-24.

Subject No. 3: Any other matter.

Resolution No.3: Resolved to advise the Heads of the Departments to make entries in the Stock Register and Invoice Register for the purchases made.

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BHIMAVARAM.

DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS), BHIMAVARAM

(Accredited at B++ grade by NAAC)



(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

**UGC PURCHASES COMMITTEE MEETING NOTICE**

There will be a meeting of the members of the UGC Affairs Committee of D.N.R.College (Autonomous), Bhimavaram on dt., 17-10-2022 at 4:00 pm in Principal's chamber to transact the following agenda. Hence all the members of the said committee are requested to attend the meeting without fail.

AGENDA:

1. To examine the indents that are submitted by different aided departments.
2. To discuss the procedure to be followed in making purchases duly utilizing UGC Autonomous Grant for the year 2022-23 (To be received).
3. Any other item.


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DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS), BHIMAVARAM

(Accredited at B++ grade by NAAC)


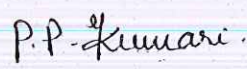
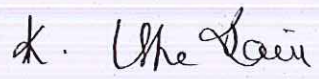


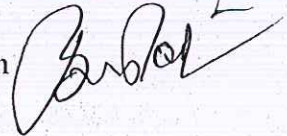


(Affiliated to Adikavi Nannaya University, Rajamahendravaram)



UGC PURCHASES COMMITTEE MEETING MINUTES

Minutes of the meeting of the members of the UGC Purchases Committee held on dt., 17-10-2022 at 4:00 pm in Principal's Chamber. The following members have attended the meeting and participated in the discussion.

Members present:

1. Sri G.MOSES, Principal (FAC)
D.N.R.College, Bhimavaram 
2. Dr. P.PRASANNA KUMARI, Head, Dept., of Botany
D.N.R.College, Bhimavaram 
3. Dr. K.USHA RANI, Head, Dept., of Zoology
D.N.R.College, Bhimavaram 
4. Sri. M. LAKSHMI NARAYANA RAJU, Head, Dept., of Economics
Coordinator, UGC Affairs, D.N.R.College, Bhimavaram 
5. Dr. K.GOUTHAM KUMAR, Head, Dept., of Social Work
D.N.R.College, Bhimavaram 
6. Dr. B.V.NARASIMHA RAJU, Head., Dept., Physical Education
D.N.R.College, Bhimavaram 
7. Dr. A.V.Naga Varma, Dept., of PG Economics
D.N.R.College, Bhimavaram 
8. Sri M.ZAHEER AHMED, Superintendent
D.N.R.College, Bhimavaram 

MINUTES:

Subject No.1: To examine the indents that are submitted by different aided departments.

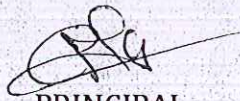
Resolution No.1: Examined the indents that are received from the different aided departments and found to be satisfied regarding their requirement grant and quantity of items to be purchased.



Subject No.2: To discuss the procedure to be followed in making purchases duly utilizing UGC Autonomous Grant for the year 2022-23 (To be received).

Resolution No.2: Discussed in detail and resolved to make purchase duly following the UGC guidelines, Affiliation University and A.P.State Govt., norms. In this connection it is further resolved to invite quotations from the suppliers for the required purchases to be made. Also resolved to place order in favour of the supplier who submitted least price and can supply required quality and quantity of items within the scheduled time.

Subject No.3: Any other item.

Resolution No.3: Resolved to take up the repairs & renovation work duly utilizing UGC Autonomous Grant for the year 2022-23(To be received) by the College Management.


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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

MEETING NOTICE

There will be a meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram on 30-03-2022 at 4:00 pm in Principal's chamber to transact the following business. Hence the members of the said committee are requested to attend the meeting without fail.

Agenda:

Subject No.1: To approve the purchase procedure that has been followed in making purchases for college purpose during the academic year 2021-22.

Subject No. 2: To approve the amount of expenditure incurred towards the purchases made for college purpose duly utilizing Special Fee and General Fee received for the Academic Year 2021-22.

Subject No. 3: Any other matter.

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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

Minutes of the meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram held on dt., 30-03-2022 at 4:00 pm in Principal's chamber.

Members Present:

Dr.B.S.Santha Kumari, Principal

Sri M.V.N.Bhaskara Raju, HoD of Mathematics

B.S.S.
Munshi

Sri. G.Moses, HoD of Statistics

G.Moses

Sri A.V.R.Gajapathi Raju, HoD of Chemistry

A.V.R. Gajapathi

Dr. K.Usha Rani, HoD of Zoology

K. Usha Rani

Sri M.L.Narayana Raju, HoD of Economics

M.L. Narayana

Kum. K.Ganga Bhavani, HoD of Geography

K.G. Bhavani

Dr. K.Gowtham Kumar, HoD of Social Work

K. Gowtham

Dr. A.Naga Raju, HoD of Commerce

A. Naga Raju

Dr. B.V.Narasimha Raju, HoD of Physical Education

B.V. Narasimha

Sri M.Zaheer Ahmed, Office Superintendent

M. Zaheer Ahmed

Sri B.Malleswara Raju, Accountant.

B. Malleswara Raju

Minutes:

Subject No.1: To approve the purchase procedure that has been followed in making purchases for college purpose during the academic year 2021-22.

Resolution No.1: Resolved to approve the purchase procedure that has been followed in making purchases for college purpose during the academic year 2021-22.

Subject No. 2: To approve the amount of expenditure incurred towards the purchases made for college purpose duly utilizing Special Fee and General Fee received for the Academic Year 2021-22.

Resolution No.2: Resolved to approve the amount of expenditure incurred towards the purchases made for college purpose duly utilizing Special Fee and General Fee received for the

Subject No. 3: Any other matter.

Resolution No.3: Resolved to advise the heads of the respective departments to make an entry in the their Departmental Stock Register for the purchases made.

P.S.
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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

MEETING NOTICE

There will be a meeting of the members of UGC Purchase Committee of D.N.R.Col (Autonomous), Bhimavaram on 30-06-2021 at 4:00 pm in Principal's chamber to transact following business. Hence the members of the said committee are requested to attend meeting without fail.

Agenda:

Subject No.1: To review the procedure that was adopted in making purchases duly utilizing Special Fee funds received for the academic year 2020-21.

Subject No.2: To approve the purchases made till 30-06-2021 duly utilizing Special Fee funds received for the academic year 2020-21

Subject No. 2: Any other matter.

PRINCIPAL

B. S. K.
Principal
D.N.R. College (Autonomous)
BHIMAVARAM.

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3. Office Superintendent
4. Office Accountant
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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

Minutes of the meeting of the members of UGC Purchase Committee of D.N.R.College (Autonomous), Bhimavaram held on dt., 30-06-2021 at 4:00 pm in Principal's chamber.

Members Present:

- Dr.B.S.Santha Kumari, Principal (FAC) *BSSK*
- Sri M.V.N.Bhaskara Raju, HoD of Mathematics *Mondy*
- Sri. G.Moses, HoD of Statistics *G.Moses*
- Dr. M.V.S.Prasad, HoD of Physics *M.V.S.Prasad*
- Dr. N.Vijaya Kumar, HoD of Chemistry *N. vijaya kumar*
- Smt. P. Prasanna Kumari, HoD of Botany *P. Prasanna Kumari*
- Dr. K.Usha Rani, HoD of Zoology *K. Usha Rani*
- Sri M.L.Narayana Raju, HoD of Economics *M.L.Narayana Raju*
- Kum. K.Ganga Bhavani, HoD of Geography *KG. Bhavani*
- Dr. K.Gowtham Kumar, HoD of Social Work *K.Gowtham Kumar*
- Sri D.Srinivasa Raju, HoD of Commerce *D.Srinivasa Raju*
- Sri M.Srinivas, Dept., of Politics *M. Srinivas*
- Dr. A.Naga Raju, Head, PG Dept., of Commerce *A. Naga Raju*
- Dr. A.V.Naga Varma, Head, PG Dept., of Economics *A. V. Naga Varma*
- Dr. B.V.Narasimha Raju, HoD of Physical Education *B.V. Narasimha Raju*
- Sri M.Zaheer Ahmed, Office Superintendent *M. Zaheer Ahmed*
- Sri B.Malleswara Raju, Accountant. *B. Malleswara Raju*

Minutes:

Subject No.1: To review the procedure that was adopted in making purchases duly utilizing Special Fee funds received for the academic year 2020-21.

Resolution No.1: Reviewed thoroughly the procedure that was adopted in making purchase duly utilizing Special Fee funds received for the academic year 2020-21 and found to be satisfactory.

Subject No.2: To approve the purchases made till 30-06-2021 duly utilizing Special Fee fund received for the academic year 2020-21.

Resolution No.2: Resolved to approve the purchases made till 30-06-2021 duly utilizing Special Fee funds received for the academic year 2020-21.

Subject No. 3: Any other matter with the permission of the chair.

Resolution No.2: Resolved to advise the concerned Heads of the Department to which the purchases are made to enter the purchase transactions in the Invoice Book and Stock Register.

PRINCIPAL


Principal
D.N.R. College (Autonomous)
BHIMAVARAM.



D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

MEETING NOTICE

There will be a meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram on 27-02-2021 at 4:00 pm in Principal's chamber to transact the following business. Hence the members of the said committee are requested to attend the meeting without fail.

Agenda:

Subject No.1: To discuss the procedure to be adopted in making purchases duly utilizing Special Fee fund received for the Academic Year 2020-21.

Subject No. 2: Any other matter.

PRINCIPAL


Principal

D.N.R. College (Autonomous)
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3. Office Superintendent
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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

Minutes of the meeting of the members of Purchase Committee of D.N.R.Col (Autonomous), Bhimavaram held on dt., 27-02-2021 at 4:00 pm in Principal's chamber.

Members Present:

Dr.B.S.Santha Kumari, Principal (FAC)

BSSK

Sri M.V.N.Bhaskara Raju, HoD of Mathematics

Minsky

Sri. G.Moses, HoD of Statistics

GMA

Dr. M.V.S.Prasad, HoD of Physics

M.V.S.P.

Dr. N.Vijaya Kumar, HoD of Chemistry

N.V.K.

Smt. P. Prasanna Kumari, HoD of Botany

P.P.Kumari

Dr. K.Usha Rani, HoD of Zoology

K. Usha Rani

Sri M.L.Narayana Raju, HoD of Economics

M.L.N.

Kum. K.Ganga Bhavani, HoD of Geography

K.G. Bhavani

Dr. K.Gowtham Kumar, HoD of Social Work

K.Gowtham

Sri D.Srinivasa Raju, HoD of Commerce

D.Srinivasa

Sri M.Srinivas, Dept., of Politics

M. Srinivas

Dr. A.Naga Raju, Head, PG Dept., of Commerce

A.Naga Raju

Dr. A.V.Naga Varma, Head, PG Dept., of Economics

A.V.Naga Varma

Dr. B.V.Narasimha Raju, HoD of Physical Education

B.V.Narasimha

Sri M.Zaheer Ahmed, Office Superintendent

M.Zaheer Ahmed

Sri B.Malleswara Raju, Accountant.

B. Malleswara Raju.

Minutes:

Subject No.1: To discuss the procedure to be adopted in making purchases duly utilizing Special Fee funds received for the Academic Year 2020-21.

Resolution No.1: Resolved to adopt the following procedure in making purchases duly utilizing Special Fee funds received for the Academic Year 2020-21 subject to fulfillment of University and Govt., guidelines.

1. Calling Quotations / Tenders in sealed covers from a minimum of three reputed suppliers who have good track of record in supplying the qualitative products in time at reasonable price subject to our requirement.
2. After receipt of Quotations / Tenders, the same shall be opened by the Principal in the presence of Purchasing Committee members.
3. Purchase order(s) may be prepared and issued in favour of the supplier(s) who can supply quality products at low price in time subject to the requirement of the college duly following the UGC & Govt., norms.

Subject No. 2: Any other matter.

Resolution No.2: Resolved to complete the purchases of items at the earliest possible.

PRINCIPAL


Principal

D.N.R. College (Autonomous)
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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

PURCHASES COMMITTEE MEETING NOTICE

Dt., 10-03-2020

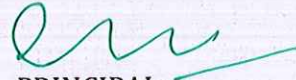
There will be a meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram on dt., 13-03-2020 at 4:00 pm in Principal's chamber to transact the following business. Hence the members of the said committee are requested to attend the meeting without fail.

Agenda:

Subject No.1: To review the procedure that been followed in making purchases and placing purchase orders for college purpose during the academic year 2019-20.

Subject No. 2: To approve the procedure that has been followed in making purchases and placing purchase orders for college purpose during the academic year 2019-20.

Subject No. 3: Any other matter.


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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

Minutes of the meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram held on dt., 13-03-2020 at 4:00 pm in Principal's chamber.

Members Present:

Dr. G. David Livingstone, Principal (FAC)

Sri M.V.N.Bhaskara Raju, HoD of Mathematics

Sri. G.Moses, HoD of Statistics

Sri S.Anil Dev, HoD of Chemistry

Dr. K.Usha Rani, HoD of Zoology

Sri M.L.Narayana Raju, HoD of Economics

Dr. K.Gowtham Kumar, HoD of Social Work

Dr. A.V.Naga Varma, HoD of PG Economics

Dr. B.V.Narasimha Raju, HoD of Physical Education

Sri M.Zaheer Ahmed, Office Superintendent

Sri M.Satyanarayana, Accountant.

Minutes:

Subject No.1: To review the procedure that been followed in making purchases and placing purchase orders for college purpose during the academic year 2019-20.

Resolution No.1: Reviewed the procedure that been followed in making purchases and placing purchase orders for college purpose during the academic year 2019-20 and found to be satisfactory.

Subject No. 2: To approve the procedure that has been followed in making purchases and placing purchase orders for college purpose during the academic year 2019-20.

Resolution No.2: Resolved to approve the procedure that has been followed in making purchases and placing purchase orders for college purpose during the academic year 2019-20.



D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

PURCHASES COMMITTEE MEETING NOTICE

Dt., 11-03-2019

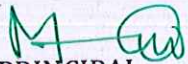
There will be a meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram on dt., 15-03-2019 at 4:00 pm in Principal's chamber to transact the following business. Hence the members of the said committee are requested to attend the meeting without fail.

Agenda:

Subject No.1: To review the procedure that been followed in making purchases and placing purchase orders for college purpose during the academic year 2018-19.

Subject No. 2: To approve the procedure that has been followed in making purchases and placing purchase orders for college purpose during the academic year 2018-19.

Subject No. 3: Any other matter.


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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

Minutes of the meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram held on dt., 15-03-2019 at 4:00 pm in Principal's chamber.

Members Present:

Sri M.Raghupathi Raju, Principal (FAC)

M. Raju

Sri M.V.N.Bhaskara Raju, HoD of Mathematics

M. V. N. Bhaskara Raju

Sri. G.Moses, HoD of Statistics

G. Moses

Sri S.Anil Dev, HoD of Chemistry

S. Anil Dev

Dr. K.Usha Rani, HoD of Zoology

K. Usha Rani

Sri M.L.Narayana Raju, HoD of Economics

M. L. Narayana Raju

Dr. K.Gowtham Kumar, HoD of Social Work

K. Gowtham Kumar

Dr. A.V.Naga Varma, HoD of PG Economics

A. V. Naga Varma

Dr. B.V.Narasimha Raju, HoD of Physical Education

B. V. Narasimha Raju

Sri M.Zaheer Ahmed, Office Superintendent

M. Zaheer Ahmed

Sri M.Satyanarayana, Accountant.

M. Satyanarayana

Minutes:

Subject No.1: To review the procedure that been followed in making purchases and placing purchase orders for college purpose during the academic year 2018-19.

Resolution No.1: Reviewed the procedure that been followed in making purchases and placing purchase orders for college purpose during the academic year 2018-19 in detailed and found to be satisfactory.

Subject No. 2: To approve the procedure that has been followed in making purchases and placing purchase orders for college purpose during the academic year 2018-19.

Resolution No.2: Resolved to approve the procedure that has been followed in making purchases and placing purchase orders for college purpose during the academic year 2018-19.

Subject No. 3: Any other matter.

Resolution No.3: Resolved to recommend the Heads of the Departments and Office Superintendent to verify that the purchases which are made are properly entered in Stock Register/Accession Register as the case may be.



PRINCIPAL
D.N.R. COLLEGE
BHIMAVARAM.



D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

PURCHASES COMMITTEE MEETING NOTICE

Dt., 12-09-2018


There will be a meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram on dt., 15-09-2018 at 4:00 pm in Principal's chamber to transact the following business. Hence the members of the said committee are requested to attend the meeting without fail.

Agenda:

Subject No.1: To review and recommend the procedure that has been followed in making purchases and placing purchase orders for college purpose during the academic year 2018-19.

Subject No. 2: To discuss the utilization of Special Fee, General Fee and UGC funds received for the Academic Year 2018-19.

Subject No. 3: Any other matter.


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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM – 534 202

Minutes of the meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram held on dt., 15-09-18 at 4:00 pm in Principal's chamber.

Members Present:

Sri M.Raghupathi Raju, Principal (FAC)

M. Raju

Sri M.V.N.Bhaskara Raju, HoD of Mathematics

M. V. N. Bhaskara Raju

Sri. G.Moses, HoD of Statistics

G. Moses

Sri S.Anil Dev, HoD of Chemistry

S. Anil Dev

Dr. K.Usha Rani, HoD of Zoology

K. Usha Rani

Sri M.L.Narayana Raju, HoD of Economics

M. L. Narayana Raju

Dr. K.Gowtham Kumar, HoD of Social Work

K. Gowtham Kumar

Dr. A.V.Naga Varma, HoD of PG Economics

A. V. Naga Varma

Dr. B.V.Narasimha Raju, HoD of Physical Education

B. V. Narasimha Raju

Sri M.Zaheer Ahmed, Office Superintendent

M. Zaheer Ahmed

Sri M.Satyanarayana, Accountant.

M. Satyanarayana

Minutes:

Subject No.1: To review and recommend the procedure that has been followed in making purchases and placing purchase orders for college purpose during the academic year 2018-19.

Resolution No.1: Reviewed in detailed and resolved to recommend the same procedure that has been followed during 2017-18 in making purchases and placing orders for college purpose during the academic year 2018-19.

Subject No. 2: To discuss the utilization of Special Fee, General Fee and UGC funds received for the Academic Year 2018-19.

Resolution No.2: Discussed thoroughly and resolved to invite indents from the respective departments basing on their needs for the effective utilization of Special Fee, General Fee and UGC funds received for the Academic Year 2018-19.

Subject No. 3: Any other matter.

Resolution No.3: Resolved to advise the Heads of the Departments to convene staff meeting of their department before finalizing the indents.



PRINCIPAL
D.N.R. COLLEGE
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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

PURCHASES COMMITTEE MEETING NOTICE

Dt., 21-08-2019


There will be a meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram on dt., 26-08-2019 at 3:30 pm in Principal's chamber to transact the following business. Hence the members of the said committee are requested to attend the meeting without fail.

Agenda:

Subject No.1: To recommend the procedure that is followed in making purchases and placing purchase orders for college purpose during the academic year 2019-20.

Subject No. 2: To discuss the utilization of Special Fee, General Fee and UGC funds received for the Academic Year 2019-20.

Subject No. 3: Any other matter.


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D.N.R. COLLEGE
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D.N.R.COLLEGE(AUTONOMOUS), BHIMAVARAM - 534 202

Minutes of the meeting of the members of Purchase Committee of D.N.R.College (Autonomous), Bhimavaram held on dt., 25-08-2019 at 4:00 pm in Principal's chamber.

Members Present:

Sri M.Raghupathi Raju, Principal (FAC)

M. Raju

Sri M.V.N.Bhaskara Raju, HoD of Mathematics

M. V. N. Bhaskara Raju

Sri. G.Moses, HoD of Statistics

G. Moses

Sri S.Anil Dev, HoD of Chemistry

S. Anil Dev

Dr. K.Usha Rani, HoD of Zoology

K. Usha Rani

Sri M.L.Narayana Raju, HoD of Economics

M. L. Narayana Raju

Dr. K.Gowtham Kumar, HoD of Social Work

K. Gowtham Kumar

Dr. A.V.Naga Varma, HoD of PG Economics

A. V. Naga Varma

Dr. B.V.Narasimha Raju, HoD of Physical Education

B. V. Narasimha Raju

Sri M.Zaheer Ahmed, Office Superintendent

M. Zaheer Ahmed

Sri M.Satyanarayana, Accountant.

M. Satyanarayana

Minutes:

Subject No.1: To recommend the procedure that is to be followed in making purchases and placing purchase orders for college purpose during the academic year 2019-20.

Resolution No.1: Resolved to recommend the following procedure to be followed in making purchases and placing purchase orders for college purpose during the academic year 2019-20.

1. Invite tenders from the respective departments of the college
2. Invite quotations from a minimum of 3 suppliers.
3. Examine the quotations whether they are furnishing the required information.
4. Examine the price of the product, quality, make, guarantee period, payment terms, delivery time etc., before finalise the supplier.
5. Place purchase order to the supplier who can satisfy all means as mentioned above.

Subject No. 2: To discuss the allotment of Special Fee, General Fee and UGC funds received for the Academic Year 2019-20.

Resolution No.2: Discussed thoroughly the allotment of Special Fee, General Fee and UGC funds received for the Academic Year 2019-20 and found that the allotment of the above stated funds to the respective departments is found to be satisfactory.

Subject No. 3: Any other matter.

Resolution No.3: Resolved to advise the Heads of the Departments to convene staff meeting of their department before finalizing the indents.


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