



CHRISTIAN EMINENT COLLEGE

(Academy of Management, Professional Education & Research)

F-Sector, H.I.G., Ravi Shankar Shukla Nagar Main Road, Indore (M.P.) – 452011

- NAAC (UGC) Accredited with 'A' Grade
- Recognized by Govt. of M.P.
- Affiliated to Devi Ahilya Vishwavidyalaya, Indore
- An Autonomous Institution Established in 1996
- Approved by NCTE
- Approved Programmes Study Centre of IGNOU



2015-16

Date: 03/07/2015

PURCHASE COMMITTEE - SESSION 2015-16

The Committee will comprise the following:

1	Prof. Seema Modi	Convener
2	Prof. Prabhat Dubey	Member
3	Prof. Snehlata Hada	Member
4	Prof. Himanshu Dehariya	Member
5	Prof. Sumit Sharma	Member Secretary

II. Terms of Members:

The term of the members shall be one year.

III. Meetings:

The Convener shall convene a meeting of the committee at least once in two months.

IV. Functions:

- To obtain requirements of purchase, maintenance, repairs from the departments. Scrutinize them; thereafter submit it with the proper recommendations/remarks to the Principal for further action.
- After receiving the allocations the head of the department will call quotations and prepare comparative chart then submit to the purchase committee for recommendation.
- Make necessary arrangements for physical verification of departments at the end of every session and collect reports of concerned departments regarding up-keeping of items/consumables.
- Perform such other functions as may be assigned by Director/Principal.

DIRECTOR