



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY

(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTU-GV, Vizianagaram)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/PC/2022-23/6/1

Dt: 4<sup>th</sup> June 2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Purchase Committee (PC)" for the Academic Year 2022-23.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B. Arundhati	Principal	Chairperson
2.	Dr.V. MadhusudhanRao	Rector	Member
3.	Mr.N. Srikant	CEO, VIIT-VSP	Member
4.	Dr.P.Sekher	HoD-EEE	Member
5.	Dr.K.Murali Krishna	HoD-ECE	Member
6.	Mr.B.Dinesh Reddy	HoD-CSE	Member
7.	Dr.G. Rajendra Kumar	HoD-IT&MCA	Member
8.	Dr.T. V. MadhusudhanRao	HoD-AI&DS	Member
9.	Dr. RambabuSarimalla	HoD-ME	Member
10.	Mr.M. Padmakar	HoD-CE	Member
11.	Mrs.R. Umamaheswari	HoD-ECM	Member
12.	Dr.M.P.V.V.Bhasker Rao	HoD-BS&H	Member
13.	Dr.S.M.Murali Krishna	HoD-MBA	Member
14.	Dr.K.MadhusudhanRao	Vice Principal& Dean Admin	Member Secretary

The Prime tasks of the Committee are as follows:

- Review vendor options, negotiate terms, and approve purchases that align with organizational objectives and budgetary constraints.
- Verifying vendor credentials, evaluating bids, and monitoring contract execution

Copy to:

- All Deans &HoDs
- Principal Office
- Rector Office
- All members of the committee
- Master file



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Beside: VSEZ, Duvvada, Visakhapatnam-4



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Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/REC/Cir./2022-23/7/1

Dt: 05-07-2022

## CIRCULAR

It is here by informed that there will be Purchase Committee meeting on 04-07-2022 at 3.30 pm in Dharithri hall. Therefore all the "Purchase Committee (PC)" Members are hereby requested to attend with the meeting.

### Agenda:

1. To verify the purchases recommended in the previous meeting.
2. To review the purchase proposals and study the quality and price.
3. Make recommendations to the Management for placing the purchase orders
4. Any other points with the discretion of the Chairperson

  
Member Secretary

### Copy to:

- All Deans & HoDs
- Rector Office
- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board





Lr. No. VIIT (A)/Dean Admin /PC/MoM/2022-23/01

6th July 2022

### Minutes of the Purchase Committee Meeting

Chaired By: Dr. B. Arundhati, Principal

Venue: Dharithri Seminar Hall

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#### **Agenda Points:**

1. To verify the purchases recommended in the previous meeting.
2. To review the purchase proposals and study the quality and price.
3. Make recommendations to the Management for placing the purchase orders
4. Any other points with the discretion of the Chairperson

#### **Members Participated:**

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B. Arundhati	Principal	Chairperson
2.	Dr.V. MadhusudhanRao	Rector	Member
3.	Mr.N. Srikant	CEO, VIIT-VSP	Member
4.	Dr.P. Sekher	HoD-EEE	Member
5.	Dr.K.Murali Krishna	HoD-ECE	Member
6.	Mr.B.Dinesh Reddy	HoD-CSE	Member
7.	Dr.G. Rajendra Kumar	HoD-IT&MCA	Member
8.	Dr.T. V. MadhusudhanRao	HoD-AI&DS	Member
9.	Dr. RambabuSarimalla	HoD-ME	Member
10.	Mr.M. Padmakar	HoD-CE	Member
11.	Mrs.R. Umamaheswari	HoD-ECM	Member
12.	Dr.M.P.V.V.BhaskerRao	HoD-BS&H	Member
13.	Dr.S.M.Murali Krishna	HoD-MBA	Member
14.	Dr.K.MadhusudhanaRao	Vice Principal& Dean Admin	Member Secretary

Dr. K. MadhusudhanaRao, Member Secretary, extended his warm welcome to all committee members and expressed his gratitude for their continuous support.

**Agenda Item 1: To verify the purchases recommended in the previous meeting.**

- After thorough verification of all acquisitions made as per the prior session, committee members meticulously verified each detail. A diverse range of observations was documented among the members.
- The committee ensure about the discourse of purchase is entailed an extensive assessment of supplier negotiations, encompassing a myriad of factors such as pricing, contractual terms, delivery timelines, quality assurance, and any other pertinent intricacies.
- Within this context, the Vice Principal provided an overview of the distinct proposals received from various departments for procurement.

**Agenda Item 2:To review the purchase proposals and study the quality and price.**

- A proposition arose to acquire computer hardware equipment valued at Rs. 300,000.
- Additionally, there was a suggestion to settle a previous balances if any.
- For internal building and infrastructure projects, a proposal emerged to procure a campus beautification work and equipment, amounting to Rs. 1, 50,000.
- Diverse electrical equipment, totaling Rs. 1,00,000, was proposed for procurement.
- Also suggested to procure the Gym and sports equipment, including open gym items like Arm Pullers and Fitness Walkers, as well as sports equipment like Shuttle Bats and Basket Ball Rings, were suggested for acquisition, valued at Rs. 3,00,000.
- As part of lab maintenance, the acquisition of batteries worth Rs. 4,00,000 was proposed. The recommendation was to consolidate purchases with the same vendor.

**Agenda Item 3: Make recommendations to the Management for placing the purchase orders**

- In response to the discussion, Heads of Departments (HoDs) and concerned In-Charges agreed to procure multiple quotations from vendors for significant equipment acquisitions.
- They acknowledged the challenge of sourcing multiple vendors for specialized materials such as cartridges, color xerox toners, and CC Camera Accessories.
- Finance Manager, Principal, and Governing Body members have advised to obtain quotations in case to facilitate approval.
- Mr. Srikant, CEO of VIIT Vizag, appealed to all HoDs and In-Charges to adhere to the guidelines set by the Finance Committee for any intended purchases. In a similar vein, Dr. V. MadhusudhanaRao, Rector and GB

member, recommended strict adherence to timelines for both procurement and payment disbursement.

#### Agenda Item 4: Other Points Discussed:

- Members proposed implementing a performance evaluation mechanism for vendors to ensure accountability and maintain high standards in the procurement process.
- The suggestion of forging partnerships with local businesses and suppliers was put forward, fostering community collaboration and supporting the regional economy.

#### Suggestions by the Members:

- Emphasizing market awareness, a member recommended conducting regular research to identify emerging trends, technologies, and opportunities for cost efficiency without compromising quality.
- The committee contemplated embracing sustainable procurement practices, including the acquisition of eco-friendly products and materials to promote environmental consciousness.

#### Conclusions

- All the proposals submitted by the purchase committee have been recommended for further process.

Member Secretary



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Beside: VSEZ, Duvvada, Visakhapatnam-49

#### Copy to

- All Deans & HoDs
- Principal office
- Rector office
- CEO office
- All members of the committee
- Master file.



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## Action Taken Report purchase committee meeting held on 06-07-22

### 1. Verification of Previous Purchases:

- The committee diligently verified all purchases recommended in the previous meeting. Each recommendation was cross-checked against relevant documentation, including invoices, delivery receipts, and quality assurance reports.
- Any discrepancies or concerns regarding previous purchases were addressed and resolved through thorough investigation and discussion within the committee.

### 2. Review and Evaluation of Purchase Proposals:

- The committee undertook a comprehensive review of the purchase proposals presented during the meeting. Each proposal was carefully examined to assess the quality, specifications, and pricing of the items/services being considered for procurement.
- Comparative analysis of vendors and products/services was conducted to ensure that the proposed purchases meet our standards of excellence while offering optimal value for money.

### 3. Recommendations to Management:

- Based on our thorough review and evaluation process, the committee formulated clear and concise recommendations to the management regarding the placement of purchase orders.
- Recommendations were made with consideration to factors such as quality, price, vendor reliability, and alignment with organizational needs and objectives.

Member Secretary



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Beside: VSEZ, Duvvada, Visakhapatnam-43



VIIT/Principal Office/PC/2022-23/9/1

Dt: 4<sup>th</sup> Sep 2022

**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as "Purchase Committee (PC)" for the Academic Year 2022-23.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B. Arundhati	Principal	Chairperson
2.	Dr.V. MadhusudhanRao	Rector	Member
3.	Mr.N. Srikant	CEO, VIIT-VSP	Member
4.	Dr.P.Sekher	HoD-EEE	Member
5.	Dr.K.Murali Krishna	HoD-ECE	Member
6.	Mr.B.Dinesh Reddy	HoD-CSE	Member
7.	Dr.G. Rajendra Kumar	HoD-IT&MCA	Member
8.	Dr.T. V. MadhusudhanRao	HoD-AI&DS	Member
9.	Dr. RambabuSarimalla	HoD-ME	Member
10.	Mr.M. Padmakar	HoD-CE	Member
11.	Mrs.R. Umamaheswari	HoD-ECM	Member
12.	Dr.T.Satya Guru	HoD-BS&H	Member
13.	Dr.S.M.Murali Krishna	HoD-MBA	Member
14.	Dr.K.MadhusudhanaRao	Vice Principal& Dean Admin	Member Secretary

The Prime tasks of the Committee are as follows:

- Review vendor options, negotiate terms, and approve purchases that align with organizational objectives and budgetary constraints.
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VIIT/REC/Cir./2022-23/1/1

Dt: 17-01-2023

## CIRCULAR

It is here by informed that there will be Purchase Committee meeting on 18-01-2023 at 3.30 pm in AKCNB hall. Therefore all the "Purchase Committee (PC)" Members are hereby requested to attend with the meeting.

Agenda:

1. Review of the status of purchase orders placed.
2. Review of new purchase proposals received.
3. Other points.

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Member Secretary

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Lr. No. VIIT (A)/Dean Admin /PC/MoM/2022-23/02

18th Jan 2023

### Minutes of the Purchase Committee Meeting

Chaired By: Dr. B. Arundhati, Principal

Venue: AKCNB Hall

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#### Agenda Points:

1. Review of the status of purchase orders placed.
2. Review of new purchase proposals received.
3. Other points.

#### Members Participated:

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B. Arundhati	Principal	Chairperson
2.	Dr.V. MadhusudhanRao	Rector	Member
3.	Mr.N. Srikant	CEO, VIIT-VSP	Member
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7.	Dr.G. Rajendra Kumar	HoD-IT&MCA	Member
8.	Dr.T. V. MadhusudhanRao	HoD-AI&DS	Member
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11.	Mrs.R. Umamaheswari	HoD-ECM	Member
12.	Dr.M.P.V.V.BhaskarRao	HoD-BS&H	Member
13.	Dr.S.M.Murali Krishna	HoD-MBA	Member
14.	Dr.K.MadhusudhanRao	Vice Principal& Dean Admin	Member Secretary

Dr. K. MadhusudhanRao, the Member Secretary, extended his warm welcome to all committee members and expressed his gratitude for their continuous support.

#### Agenda 1: Review of the status of purchase orders placed.

- Following the previous meeting, the committee meticulously observed all acquisitions, taking note of the distinct observations made by members.

- The discussions centered around an exhaustive review of supplier negotiations, encompassing aspects like pricing, contract terms, delivery schedules, quality assurance, and other pertinent details.
- Vice Principal have presented an overview of the procurement proposals received from various departments.

#### **Agenda 2: Review of new purchase proposals received.**

- In response to the requisition initiated by the system cell, a proposal emerged to secure computing devices, communication equipment, and computer hardware components including SSDs and RAM.
- This procurement, with a total valuation of Rs. 1,00,00,000, was brought forth for consideration.
- Additionally, procure construction equipment worth Rs. 2,00,000, catering to the requirements of internal building and infrastructure-related ventures.
- Furthermore, a request for funding, totaling Rs. 10,00,000, was presented to address library services encompassing a spectrum of offerings such as eBooks, Journal subscriptions, online text-based resources, and printed books. The notion of uniting these purchases under a single vendor was endorsed.

#### **Agenda Item 4: Other Points Discussed:**

- Principal of the Institute, Dr.B. Arundhati has asked the HoDs and the In-Charges to submit purchase proposals well in advance and follow up with the Finance Team for the timely payments.
- Dr.V.MadhusudhanRao, GB Member has suggested the committee and discussed the possibility of setting up a cross-functional team comprising members from different departments to collaboratively assess and recommend procurement strategies.

#### **Suggestions by the Members:**

- All the Members have unanimously suggested the concerned HoDs and the In-Charges to emphasize the importance of adhering to timelines for equipment/item/good procurement and timely payment.
- A recommendation was made to gather multiple quotations from vendors to facilitate a comprehensive comparison of prices and quality before finalizing procurement decisions in a competitive manner.
- All the negotiations with the vendors should happen with the support of the Finance Team.

## Conclusions

- All the proposals submitted by the purchase committee have been recommended for further process.

Member Secretary *[Signature]*



*[Signature]*  
**Principal**  
VIGNAN'S INSTITUTE OF  
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Beside: VSEZ, Duvvada, Visakhapatnam-49

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### Action Taken Report purchase committee meeting held on 18-01-23

- The Purchase Committee conducted a comprehensive review of the status of purchase orders that have been previously placed. This involved examining the progress of each order, including tracking delivery timelines, assessing vendor performance, and ensuring adherence to contractual terms.
- The committee reviewed all new purchase proposals received since the last meeting. Each proposal was carefully evaluated, taking into account factors such as the necessity of the requested items/services, quality, pricing, and alignment with organizational goals and budgetary constraints.

Member Secretary



*Pr*  
**Principal**  
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