

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY****(AUTONOMOUS)**

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)

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

VIIT/Principal Office/PC/2018-19/6/1

Dt: 8th Jun 2018**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as "Purchase Committee (PC)" for the Academic Year 2019-20.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	Principal	Chairperson
3.	Mr.K.Pavan Krishna	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.T.Archana	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



PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49



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VIIT/PC/Cir./2018-19/7/1

Dt: 05-07-2018

CIRCULAR

It is here by informed that there will be "Purchase Committee (PC)" meeting on 06-07-2019 at 10.00 am in Principal Office. Therefore all the members of the "Purchase Committee (PC)" 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/2018-19/01

6th July 2018

Minutes of the Purchase Committee Meeting

Chaired By: Dr. B. Arundhati, Principal

Venue: Dharithri Seminar Hall

Agenda Points:

5. To verify the purchases recommended in the previous meeting.
6. To review the purchase proposals and study the quality and price.
7. Make recommendations to the Management for placing the purchase orders
8. Any other points with the discretion of the Chairperson

Members Participated:

Sl. No	Name of Faculty	Designation	Position
1.	Dr.Ch.Narasimham	Principal	Chairperson
3.	Mr.K.Pavan Krishna	CEO, VIIT-VSP	Member
4.	Dr.P. Sekher	HoD-EEE	Member
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12.	Dr.T. Satya Guru	HoD-BS&H	Member
13.	Dr.T.Archana	HoD-MBA	Member
14.	Dr.K.MadhusudhanRao	Vice Principal & Dean Admin	Member Secretary

The Member Secretary Dr. K. MadhusudhanRao welcomed all the members of the committee and thanked all of them for their support.

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

- Committee members conducted a meticulous examination of purchases made following the prior meeting.
- Diverse observations were noted among the members. Discussions encompassed supplier negotiations, covering facets such as pricing, contract terms, delivery timelines, quality assurance, and pertinent particulars.
- The Vice Principal provided insights into proposals received from various departments for procurement.

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

- Based on the requisitions from the system cell, it was proposed to acquire Computers, communication devices, and computer hardware components like SSDs and RAM, valued at Rs. 70,00,000.
- Furthermore, a recommendation emerged to procure Cement bags worth Rs. 3,00,000 for internal building and infrastructure projects.
- A sum of Rs. 12,00,000 was requested for library services, covering eBooks, Journal subscriptions, and online text-based resources. It was suggested to consolidate purchases from a single vendor for these items.

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

- Dr. Ch.Narasimham, the Institute's Principal, urged Heads of Departments (HoDs) and In-Charges to submit purchase proposals well in advance and maintain communication with the Finance Team for timely payments.
- Dr. V. MadhusudhanRao, a Governing Body Member, advised fostering strong vendor relationships to ensure prompt responses when needed. He recommended procuring essential items promptly to mitigate disruptions.

Agenda Item 4: Other Points Discussed:

- Dr. Ch. Narasimham, the Institute's Principal, emphasized the importance of timely preparation and submission of purchase proposals by the Heads of Departments (HoDs) and In-Charges. He further advised consistent follow-up with the Finance Team to ensure punctual payments.
- Dr. V. MadhusudhanRao, a Governing Body Member, recommended nurturing positive vendor relationships to facilitate responsive communication as needed. He also advised procuring smaller items and

essential supplies promptly to prevent any inconvenience at different operational levels.

Action Taken Report:

- It was proposed that periodic reviews of the procurement process should be conducted to identify areas of improvement and streamline the procedure.
- The committee acknowledged the significance of maintaining accurate and comprehensive documentation for all procurement activities.
- An emphasis was placed on exploring local vendors and suppliers as part of the college's commitment to supporting the local economy.
- The suggestion to explore innovative purchasing methods, such as bulk purchasing or long-term contracts, was discussed as a potential way to optimize costs.
- The need for transparent communication between the purchase committee and various departments within the college was highlighted to ensure smooth coordination.
- The committee members recommended conducting regular training sessions for staff involved in the procurement process to enhance their understanding of best practices and regulations.

Conclusions

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


Member Secretary


Principal
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-4

Copy to

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



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CIRCULAR

It is hereby informed that there will be "Purchase Committee (PC)" meeting on 06-07-2019 at 10.00 am in Principal Office. Therefore all the members of the "Purchase Committee (PC)" are hereby requested to attend with the meeting.

Agenda:

9. To verify the purchases recommended in the previous meeting.
10. To review the purchase proposals and study the quality and price.
11. Make recommendations to the Management for placing the purchase orders
12. Any other points with the discretion of the Chairperson


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Lr. No.VIIT (A)/Dean Admin /PC/MoM/2018-19/01

28th Jan 2019

Minutes of the Purchase Committee Meeting

Chaired By: Dr. B. Arundhati, Principal**Venue: Dharithri Seminar Hall**

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. Ch. Narasimham	Principal	Chairperson
3.	Mr.K.Pavan Krishna	CEO, VIIT-VSP	Member
4.	Dr.P. Sekher	HoD-EEE	Member
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12.	Dr.M.P.V.V.BhaskarRao	HoD-BS&H	Member
13.	Dr.T.Archana	HoD-MBA	Member
14.	Dr.K.MadhusudhanRao	Vice Principal & Dean Admin	Member Secretary

Member Secretary Dr. K. MadhusudhanRao welcomed all the members of the committee and thanked all of them for their support.

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

- All the purchases made according to the previous meeting were strictly verified by the members.
- Members were recorded different observations. The discussion around supplier negotiations were reviewed which involve various aspects such as pricing, contract terms, delivery schedules, quality assurance, and any other relevant details.
- In this direction, Vice Principal has presented the details of proposals received from different departments for procurement.

Agenda 2: Review of new purchase proposals received.

- Pursuant to the request put forth by the system cell, a proposal was introduced for the procurement of computing devices, communication equipment, and computer hardware components including SSDs and RAM, totaling Rs. 1, 00, 00,000.
- Additionally, there was a suggestion to obtain quotation valued at Rs. 2, 00,000 for setting up hoardings in the prime locations of the city.
- In connection with library services encompassing eBooks, Journal subscriptions, online text-based resources, and printed books, a funding request of Rs. 8, 00,000 was presented. The notion of acquiring these items from a single vendor was recommended.

Agenda Item 4: Other Points Discussed:

- Principal of the Institute, Dr. Ch. Narasimham has asked the HoDs and the In-Charges to study the possibility of leveraging technology, such as e-procurement platforms, to enhance efficiency and transparency in procurement procedures was explored.
- Dr.V.MadhusudhanRao, GB Member has suggested the committee proposed conducting periodic audits of procurement activities to ensure compliance with regulatory guidelines and institutional policies.

Action Taken Report:

- All the Members have unanimously suggested the concerned HoDs and the In-Charges to follow timelines for the purchase of equipment/items/goods and also the payments as well.
- Obtain more quotations from the vendors, to compare price and quality before it is recommended for the procurement in a competitive way.
- Any Negotiation 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



Principal

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