



Savitribai Phule Shikshan Prasarak Mandal's
SKN SINHGAD COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to PAH Solapur University, Solapur)
A/p- Korti, Tal- Pandharpur, Pin- 413304, Dist.- Solapur.

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CIRCULAR

Policy for Purchase of equipments, softwares, consumables and maintenance of equipments

As per the decision taken in the Board of Governors meeting dated 07/05/2019, Policy for Purchase of equipment's, softwares, consumables and maintenance of equipment's of the institute has been approved. Details of the said policy document is attached herewith for reference.

All the concerned should take note of the above and act accordingly



Dr. K. J. Karande
Principal

Copy to

- 1) Deans
- 2) HODs
- 3) Admin Office

Policy for Purchase of equipments, softwares, consumables and maintenance of equipments

In order to streamline the procedure for procurement of equipment, software, consumables and maintenance of equipment in our institute a committee comprising of following faculties has been appointed.

The committee will be responsible for planning and execution of the procurement process of equipment, software, consumable and maintenance of equipments required in our institute in every academic year.

1. Dr. K. J. Karande	Chairman
2. Dr. S. G. Kulkarni	Member
3. Dr. C. P. Pise	Member
4. Dr. Sham Shridharao Kulkarni	Member
5. Dr. Altaaf Osman Mulani	Member
6. Dr. Shriganesh Shantikumar Kadam	Member
7. Dr. Subhash Vitthal Pingale	Member
8. Prof. Anil Ishwar Nikam	Member
9. Prof. Vinodkumar Pandurang More	Member

All the departments are hereby directed to follow the guidelines for the procurement of the equipment, software, consumable and maintenance of equipment.

A) Budget Procedure

1. The principal will issue a notice to all the departments regarding requirement of budget for purchasing new equipment software and consumables.
2. The head of the department will circulate notice to all the lab in charges for submitting requirement of equipments, softwares and consumables for their respective lab.
3. Lab incharge will give the requirement as per the syllabus to the head of department.
4. Head of department will check the requirement received from lab in charge and will prepare an approximate budget and will submit to the Principal.
5. Admin office will verify the budget received from various departments and will prepare the total budget of Institute.
6. The Principal will forward the overall budget of institute to the CDC and GB committee and get the approval of budget.

B) Purchase of Equipments and Softwares

1. After sanctioning the budget, lab in charge will call the quotation from various suppliers and make the comparative statement.
2. The comparative statement will put in front of purchase committee through the head of department.
3. The purchase committee will make negotiation meetings with concern suppliers and recommend the name of supplier to whom purchase order be given.

C) Purchase of Consumables

1. The lab incharge will identify the requirements of consumables necessary for conducting practicals as per university syllabus.
2. The lab incharge will identify local party who can supply necessary consumables at required quality and minimum cost.
3. The lab in charge will write a letter for advance amount for purchasing required consumables to the Principal. It will be forwarded to the head of the department to the principal for sanction.
4. After sanctioning the amount, lab incharge will purchase the consumables and submit the bills.

D) Maintenance of Equipments

1. The lab in charge will identify the requirement of maintenance necessary for laboratory equipment.
2. The lab in charge will identify local party who can complete the required maintenance as per desired level, with required quality and minimum cost.
3. The lab in charge will write a letter for advance amount of maintenance of equipment to the principal. It will be forwarded through head of department to the principal for sanction.
4. After sanctioning the amount, lab in charge will complete the maintenance and submit the bills.



Dr. K. J. Karande
Principal