



# Malla Reddy Engineering College

## (AUTONOMOUS)

(An Autonomous Institution approved by UGC and affiliated to JNTUH Hyderabad Accredited by NAAC with 'A' Grade,  
Accredited by NBA of AICTE & Recipient of World Bank Assistance under TEQIP Phase - II, S.C 1.1)

Date: 25.07.2015

Sub: **Purchase Committee** – Reg:

**Purchase Committee** is formed with the following members, the purchase committee members constituted for carrying out the purchase of softwares / E-Journals / Text Books / services.


15. Dr. S. Sudhakara Reddy, Principal	-	Chairman
16. Mr. P.V.Ramana Murthy, TEQIP-II Coordinator	-	Member
17. Mr. V. Venkateswara Reddy, Nodal officer, Procurement	-	Member
18. Mr. M.Ramesh, Nodal Officer, Finance	-	Member
19. Dr. Kameshwar Rao, Head Dept. of CE	-	Member
20. Mr. P. Sankara Babu, Head, Dept. of EEE	-	Member
21. Mr. V. Narasimha Reddy, Head, Dept. of ME	-	Member
22. Dr. M. J. C. Prasad, Head, Dept. of ECE	-	Member
23. Mr. R S Muralinath, Head, Dept. of CSE	-	Member
24. Dr. P. Ganeswar, Head, Dept. of Mining	-	Member
25. Dr. V. Dhanujaya chari, Head, Dept. of Physics	-	Member
26. Mr. D. Venkat Reddy, Accountant	-	Member
27. Department Co-ordinators		
28. Faculty in-charges		

### Guidelines for Committees:

7. The Committees will function as per the guidelines of the TEQIP - II Norms.
8. The Committee should meet whenever necessary to identify the items or the package of items to be purchased as per requirements of various departments.
9. Purchase Committee has to
  - e) Understand the specifications of the item(s) to be purchased.
  - f) Lay down terms and conditions and specifications for Direct Contract, Shopping,
  - g) State Government rates
  - h) Go through all the guide lines given in the Procurement Manual
10. The Committees come into existence throughout the period of TEQIP-II in the institute.
11. All the decisions of committee should be forwarded to the BOG through procurement coordinator for approval.
12. The committee should maintain proper files as per the guidelines of TEQIP-II.

Copy to:

8. All HOD's for information and necessary action.
9. Mr. V. Venkateswara Reddy, Nodal officer, Procurement
10. TEQIP Coordinator
11. Mr. V. Venkateswara Reddy, Nodal officer, Procurement
12. Mr. D. Venkat Reddy, Accountant
13. Circulation to all Department Co-ordinators and faculty incharges for necessary action.
14. P A to Principal for filing

  
PRINCIPAL  
PRINCIPAL  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally  
(Post Via Kompally). Sec'bad- 500 100