

PROCUREMENT AND PURCHASE POLICY

The institution follows a transparent and quality-oriented procurement and purchase policy to ensure the availability of adequate academic infrastructure and learning resources such as laboratory equipment, library resources, smart boards, computers, furniture, and other academic requirements.

Policy Guidelines

- The Dean is empowered to approve and process purchases related to Institutional requirements.
- The Principal is empowered to approve and process purchases related to academic requirements.
- Heads of Departments submit their requirements to the Principal, generally during the month of June ie at the beginning of the academic year or as and when the need arises.
- The Principal reviews the requirements and places the proposals before the Governing Body during its regular meetings for information and necessary approval.
- Quotations/invoices are invited from different vendors or suppliers.
- The institution follows a fair selection process and gives utmost priority to quality while choosing the supplier. No compromise is made with regard to quality standards.
- After finalization, purchase orders are issued and the required materials/equipment are procured.
- Bills and supporting documents are submitted to the Secretary and Treasurer for verification and payment process either by Check or Online mode.
- All financial transactions related to procurement and purchases are properly recorded in the Day Book and maintained for audit and transparency purposes.

Objectives of the Policy

- To ensure timely availability of academic and infrastructural resources.
- To maintain transparency and accountability in procurement procedures.
- To procure quality equipment and materials that support effective teaching-learning processes.
- To ensure proper financial documentation and audit compliance.