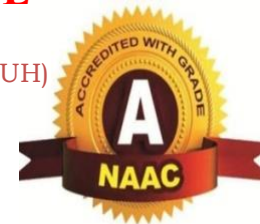


# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(UGC-Autonomous)

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH)

Accredited by NAAC- 'A' Grade. Accredited by NBA



Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097

Mob: 8498085218. Email: [info@tkrec.ac.in](mailto:info@tkrec.ac.in), [www.tkrec.ac.in](http://www.tkrec.ac.in)

## PURCHASE COMMITTEE (PC)

The Purchase Committee (PC) is responsible for the independent assessment and evaluation of purchasing documents, and to recommend the most suitable supplier or service provider based on factors such as price, quality, stock availability, references, and credentials. The PC operates under the supervision of a senior professor within the college, with the principal serving as the chairperson.

The committee is set to convene biannually, with additional meetings arranged when required.

The PURCHASE COMMITTEE will consist of the following members:

S.No.	Name of the Staff	Designation	Position
1.	Dr. K VenkataMurali Mohan	Principal	Chairman
2.	Mr. S. Nagireddy	Asst. Prof in ECE	Member Secretary
3.	Mrs. M. Naga Sailaja	Asst. Prof in CE	Member
4.	Mr. K Santhosh	Asst. Prof in EEE	Member
5.	Mr. J. Mahesh	Asst. Prof in CSE	Member
6.	Mrs. N. Priyanka	Asst. Prof in IT	Member
7.	Mrs. K.Srujitha (MBA)	Asst. Prof in MBA	Member
8.	Mrs H.Vindhya (H&S)	Asst. Prof in H & S	Member
9.	Mr. Naresh (AIML)	Asst. Prof in AIML	Member

## Functions and Responsibilities of the PURCHASE COMMITTEE

- ❖ **Quotation Arrangement:** The Heads of Departments (HoDs) of the concerned departments, Lab In-Charge, and Lab Technicians are responsible for arranging quotations based on the specified requirements.
- ❖ **Comparative Analysis:** A comparative statement is prepared with the assistance of the indenter to facilitate a comprehensive evaluation of the quotations.
- ❖ **Deliberation and Negotiation:** Following the department's recommendations, typically made by the respective HoD, the Purchase Committee convenes to

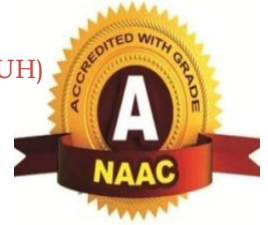
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deliberate on the quotations, specifications, and engage in negotiation when necessary.

- ❖ Vendor Recommendation: The Purchase Committee recommends the most suitable vendor for the procurement based on the assessment of quotations and negotiations.