



# Purchase Policy

## Streamlining Purchases

POLICY No: APN/ 2016/ 4.3.1

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## *Vision*

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Empowerment through quality technical education

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## *Mission*

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M1: To excel as a center of excellence in technical education

M2: To impart skill based education to meet the needs of industry and Society

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social & ethical values among the students

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## *Quality Policy*

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We strive to impart the quality technical education through Academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.

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## **1. Preamble:**

Ajeenkya D.Y. Patil school of Engineering, Charholi (Bk) via Lohegaon, Pune hereinafter referred as the Institute, has established an Internal Quality Assurance Cell (IQAC) at the Institute level. This, further obliged the Management to frame Quality policies for undertaking several activities that are required to be undertaken for smooth running of the Institute and establish Quality benchmarks.

Purchase and procurement of the various equipment and systems, is required as per the curriculum of the Savitribai Phule Pune University (SPPU), Pune, and which forms one of the most important and essential activities to be performed at the Institute level. Therefore the Quality Policy of the Institute is framed for allowing departments in the Institute to transact, purchase, negotiate and procure equipments, and supplies of materials and services from the suppliers with the authorization and approval of Budget and Management.

## **2.0 PURCHASE POLICY**

The Purchase requirements of various departments and sections of this Ajeenkya D. Y. Patil School of Engineering, Charholi(BK) ,via Lohegaon, Pune, are being met by the Purchase Policy.

### **2.1 Purchase Committee:**

The Purchase Committee of the Institute shall consist of the following members as shown in Table 1



**Table 1: Purchase Committee**

Sr. No.	Names	Designation for the Purchase Committee
1	Director	Chairman
2	Principal	Member Secretary
3	HoD Civil	Purchase Officer
4	HoD Mech.	Purchase Officer
5	HoD E and T.C.	Purchase Officer
6	HoD Computer	Purchase Officer
7	HoD AIDS	Purchase Officer
8	HoD Automobile	Purchase Officer
9	HoD FE	Purchase Officer
10	Chief Finance Officer	Member
11	Store Keeper	Member

## **2.2 Responsibilities and Procedure of work**

### **2.2.1) Director acting as Chairman:**

The Chairman shall be responsible for sanctioning the proposal from Management after satisfying itself for all the statutory requirements fulfilled by the lower hierarchy.

The Chairman Commands the full power of sanction of the purchases and his decision shall be final and binding on all members of the Purchase committee.

### **2.2.2) Principal acting as Principal Secretary:**

The Principal Secretary shall be responsible for giving technical approval to the Purchase proposal based on the inputs given by Purchase officers and Chief Accounts Officer.



### **2.2.3) HoD acting as Purchase Officer:**

The Purchase Officer shall generate and compile the demand of purchases to be made for respective department as per the requirements mentioned in Syllabus of Savitribai Phule Pune Vidyapeeth (SPPU) and AICTE/UGC guidelines and in consultation with faculty of the department. He / She will further make enquiries with the identified suppliers and other traders regarding the quality, price etc. of the items required. He / She will prepare Indent for the desired purchases with the help of Store Keeper.

He / She will call for minimum three or more tenders/quotations to get competitive rates and make negotiations at his/her level with the suppliers prior to approval of the Management.

He / She will organize the purchase committee meetings and obtain sanction for the required purchases.

He / She will ensure the speedy arrival of the products through Store Keeper.

He / She will manage all purchase activities with help of Store Keeper.

### **2.2.4) Chief Accounts Officer (CAO):**

The list of proposed purchases shall be scrutinised by the CAO for its rates and amount. He will also verify the same with the budget provision and put his remark of recommendation on the proposal.

The CEO shall suggest any changes required in the proposal from Audit point of view.

### **2.2.5) Store Keeper (SK):**

The Store is attached with the administrative office. The SK after administrative sanction for the purchases will collect the tenders/quotations from the respective Purchase officers, prepare comparative statement and recommend the lowest bidder with his work order for approval from the Member Secretary and Chairman of the Purchase Committee.





The SK after the approval of work order, shall issue the same to the bidder and try to get it supplied /executed.

The SK will take follow up with the Supplier/Bidder until the goods/purchases are delivered in the store. He / She will take entries of all purchases into the main purchase register maintained in the Store.

The SK in case of purchases delivered directly to the respective departments, will verify all the purchased items personally using the checklist and hand over the same to the respective departmental representative for taking subsequent entries into the Dead Stock Register (DSR). He/she will also sort out from checklist, the items to be kept in the store.

The SK will take entry of all the bills in the Stock register and will prepare a cheque for payment, get it signed from the Authorities and issue the same to the supplier with due acknowledgement.

In case goods/purchases delivered in the store, the SK will issue, “**Goods Receipt note**” to the supplier and in turn will issue items to the faculties and other staff members of the respective department as per their demand.

### **2.3) Applicability of the Policy:**

The clauses of the said Policy shall govern the purchase of all equipment, machinery, instruments, spare parts, chemicals, building materials, hardware, furniture, stationery, consumable and non-consumable articles and all other goods (hereinafter referred to as goods) and repair work and services (hereinafter referred to as services) required for the Institute for any purpose.



### 3 Policy Details:

Policy Name	Purchase Policy
Policy Number	APN/ 2016 /4.3.1
Version Number	4.3.1
Effective Date	1 June 2016
Policy drafted by	Purchase Committee
Policy Applies to	All purchases of the Institute
Approved by	Management
Responsible Authority	Purchase Committee Coordinator
Superseding Authority	Principal
Date of last revision	2 March 2020
References	As per guidelines of AICTE, New Delhi's Process handbook

Version History				
Version	Approved By	Revision Date	Description of change	Author
4.3.1	Dr. Sushant Patil	15/09/2016	-	Prof. Rajesh Katdare
4.3.2	Dr. Sushant Patil	02/03/2020	Reformatted for Standardization	Dr. Rajesh Katdare

Prepared by:   
Purchase Committee  
Coordinator

Reviewed by:   
Principal/IQAC

Recommended by:

Director-TC



Approved by:

Trustee



