



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

ANNEXURE-16

PURCHASE COMMITTEE

The Purchase Committee is constituted to ensure transparent, efficient, and timely procurement of goods and services required for the institution. It is responsible for identifying requirements from various departments and initiating the procurement process in accordance with established norms and policies. The committee invites quotations, evaluates vendors, and ensures selection based on quality, cost-effectiveness, and reliability. It maintains fairness and transparency throughout the procurement process. The committee also ensures compliance with financial regulations and institutional guidelines. It verifies the quality and specifications of purchased items before approval. Proper documentation and record maintenance of all purchases are ensured for audit purposes. The committee periodically reviews procurement procedures and suggests improvements for efficiency. Overall, it plays a crucial role in supporting academic and administrative activities through effective resource acquisition.

Objectives:

- To ensure transparent, fair, and timely procurement of goods and services as per institutional norms.
- To identify departmental requirements and facilitate efficient purchasing processes.
- To evaluate vendors and select suppliers based on quality, cost-effectiveness, and reliability.
- To ensure compliance with financial rules, policies, and proper documentation for audit purposes.
- To verify the quality and specifications of purchased items before final approval and utilization.

Purchase Committee Members:

S.No	Name	Designation	Department	Responsibility
1	Dr. L V Narasimha Prasad	Principal	CSE	Chairman
2	Dr A Satish Kumar	Assistant Professor	EEE	Convener
3	Dr Y Mohana Roopa	Professor	CSE	Member
4	Dr G Chandra Sekhar	Assistant Professor	CSE	Member
5	Mr. M Chandra Sekhar Reddy	Administrative Officer	Administration	Member