

# NEW HORIZON COLLEGE OF ENGINEERING

Ref No.101/22-23/NHCE/PC

Dated: 08<sup>th</sup> April 2023

## CIRCULAR

The Meeting of Purchase Committee is scheduled on 12<sup>th</sup> April 2023 at 11:00 a.m in Conference Hall- Chhatrapati Shivaji Block to discuss various issues pertaining to the department. All the Members are requested to be present for the Meeting.

### Agenda:

- Proposal of Purchase Policy.
- Finalizing of Vendors List.
- Stock verification.
- Purchase of Computers, Smart Boards, Software and Lab Equipments.

Principal

### Cc to:

- |                                  |   |          |
|----------------------------------|---|----------|
| 1. Dr. Manjunatha                | - | Chairman |
| 2. Shri. H. N. Suryaprakash      | - | Member   |
| 3. Mr. Umesh                     | - | Member   |
| 4. Mr. Premnathan                | - | Member   |
| 5. Group Captain Mr. Tarun Batra | - | Member   |
| 6. Ms. Malathi Madhusudan        | - | Convener |

# **NEW HORIZON COLLEGE OF ENGINEERING**

## **Minutes of the Meeting of Purchase Committee**

Minutes of the Meeting of Purchase Committee was held on 12<sup>th</sup> April 2023 at 11:00 a.m. in Conference Hall- Chhatrapati Shivaji Block. The following members were present for the meeting.

➤ <b>Dr. Manjunatha</b> Principal	-	<b>Chairman</b>
➤ <b>Shri. H. N. Suryaprakash</b> Registrar	-	<b>Member</b>
➤ <b>Mr. Umesh</b> Purchase Officer	-	<b>Member</b>
➤ <b>Mr. Premnathan</b> Stores Incharge	-	<b>Member</b>
➤ <b>Group Captain Mr. Tarun Batra,</b> Chief Operator Officer	-	<b>Member</b>
➤ <b>Ms. Malathi Madhusudan</b> Sr. Exe. Director A/c's & Fin	-	<b>Convener</b>

The Agenda for the Meeting were:

- Proposal of Purchase Policy.
- Finalizing of Vendors List.
- Stock verification.
- Purchase of Computers, Smart Boards, Software and Lab Equipments.

At the Outset, the Convener welcomed the Honorable Chairman and the members of the **Purchase Committee** and the Member Secretary presented the above agenda which was discussed in detail are mentioned below:

➤ **Proposal of Purchase Policy.**

The Committee members were of the opinion that the Purchase Policy being followed did not require any changes and were happy with the process being followed. The unanimously agreed to follow the same Purchase Policy for 2023-24. As there was no Amendments the Members accepted to retain the same Policy.

➤ **Finalizing of Vendors List**

After a long review and discussion, the Committee has finalized the list of vendors for the regular supplies of consumables, printing and stationery and for other equipments. (as per the enclosed list)

➤ **Stock verification.**

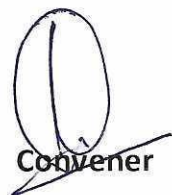
It was decided by the Committee to appoint at least three staff members to conduct bi-annual stock verification of all items of various stock registers of the department.

➤ **Purchase of Computers, Smart Boards, Software and Lab equipment.**

After the observation, the Committee discussed and decided to buy a few lab Computers, a few parts of Computers Smart Boards, Software and Lab equipment as per the requirement of the Departments and also authorized the Purchase Officer to purchase the same by following the norms of the policy



Meeting concluded with Vote of thanks by the Convener

  
Chairman

  
Convener

## NEW HORIZON COLLEGE OF ENGINEERING

Meeting of Purchase Committee was held on 12<sup>th</sup> April 2023 at 11:00 a.m. in Conference Hall- Chhatrapati Shivaji Block. The following members were present for the meeting.

S.No	NAME	ROLE	Signature
1	Dr. Manjunatha, Principal	Chairman	
2	Shri. H. N. Suryaprakash, Registrar	Member	
3	Mr. Umesh, Purchase Office, NHCE	Member	
4	Mr. Premnathan, Stores Incharge	Member	
5	Group Captain Mr. Tarun Batra, Chief Operator Officer	Member	
6	Ms. Malathi Madhusudan, Sr. Exe. Director A/c's & Fin	Convener	

# NEW HORIZON COLLEGE OF ENGINEERING

Ref No.98/22-23/NHCE/PC

Dated: 11<sup>th</sup> April 2022

## CIRCULAR

The Meeting of Purchase Committee is scheduled on 18<sup>th</sup> April 2022 at 11:30 a.m. in Conference Hall- Chhatrapati Shivaji Block to discuss various issues pertaining to the department. All the Members are requested to be present for the Meeting.

### Agenda:

- Proposal of Purchase Policy.
- Finalizing of Vendors List.
- Stock verification.
- Purchase of Computers and new Lab equipments.

  
Principal

### Cc to:

- |                             |            |
|-----------------------------|------------|
| 1. Dr. Manjunatha           | - Chairman |
| 2. Shri. H. N. Suryaprakash | - Member   |
| 3. Mr. Umesh                | - Member   |
| 4. Mr. Premnathan           | - Member   |
| 5. Ms. Malathi Madhusudan   | - Convener |

# **NEW HORIZON COLLEGE OF ENGINEERING**

## **Minutes of the Meeting of Purchase Committee**

Minutes of the Meeting of Purchase Committee was held on 18<sup>th</sup> April 2022 at 11:30 a.m. in Conference Hall- Chhatrapati Shivaji Block. The following members were present for the meeting.

➤ <b>Dr. Manjunatha</b> Principal	-	<b>Chairman</b>
➤ <b>Shri. H. N. Suryaprakash</b> Registrar	-	<b>Member</b>
➤ <b>Mr. Umesh</b> Purchase Officer	-	<b>Member</b>
➤ <b>Mr. Premnathan</b> Stores Incharge	-	<b>Member</b>
➤ <b>Ms. Malathi Madhusudan</b> Sr. Exe. Director A/c's & Fin	-	<b>Convener</b>

The Agenda for the Meeting were:

- Proposal of Purchase Policy.
- Finalizing of Vendors List.
- Stock verification.
- Purchase of Computers and Lab equipments.



At the Outset, the Member Secretary welcomed the Honorable Chairman and the members of the Purchase Committee and the Member Secretary presented the above agenda which was discussed in detail are mentioned below:

➤ **Proposal of Purchase Policy.**

The Committee members were of the opinion that the Purchase Policy being followed did not require any changes and were happy with the process being followed. The unanimously agreed to follow the same Purchase Policy for 2022-23. As there was no Amendments the Members accepted to retain the same Policy.

➤ **Finalizing of Vendors List**

After a long review and discussion, the Committee has finalized the list of vendors for the regular supplies of consumables, printing and stationery and for other equipments. (as per the enclosed list)

➤ **Stock verification.**


It was decided by the Committee to appoint at least three staff members to conduct bi-annual stock verification of all items of various stock registers of the department.

➤ **Purchase of Computer and new Lab equipment's.**

After the observation, the Committee discussed and decided to buy a few lab Computers, a few parts of Computers and lab equipment as per the requirement of the Departments and also authorized the Purchase Officer to purchase the same by following the norms of the policy



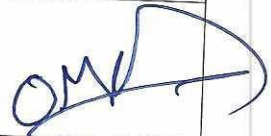


Meeting concluded with Vote of thanks by Ms. Malathi Madhusudan

  
Chairman

  
Convener

## NEW HORIZON COLLEGE OF ENGINEERING

Meeting of Purchase Committee was held on 10<sup>th</sup> April 2022 at 11:30 a.m. in Conference Hall- Chhatrapati Shivaji Block. The following members were present for the meeting.

S.No	NAME	ROLE	Signature
1	Dr. Manjunatha, Principal	Chairman	
2	Shri. H. N. Suryaprakash, Registrar	Member	
3	Mr. Umesh, Purchase Office, NHCE	Member	
4	Mr. Premnathan, Stores Incharge	Member	
5	Ms. Malathi Madhusudan, Sr. Exe. Director A/c's & Fin	Convener	



# NEW HORIZON COLLEGE OF ENGINEERING

Ref No.96/21-22/NHCE/PC

Dated: 5<sup>th</sup> April 2021

## CIRCULAR

The Meeting of Purchase Committee is scheduled on 10<sup>th</sup> April 2021 at 1:30 p.m. in Conference Hall- Chhatrapati Shivaji Block to discuss various issues pertaining to the department. All the Members are requested to be present for the Meeting.

### Agenda:

- Proposal of Purchase Policy.
- Finalizing of Vendors List.
- Stock verification.
- Modernizing and developing Industry oriented lab

  
Principal

### Cc to:

- |                             |   |          |
|-----------------------------|---|----------|
| 1. Dr. Manjunatha           | - | Chairman |
| 2. Shri. H. N. Suryaprakash | - | Member   |
| 3. Mr. Umesh                | - | Member   |
| 4. Mr. Premnathan           | - | Member   |
| 5. Ms. Malathi Madhusudan   | - | Convener |

# **NEW HORIZON COLLEGE OF ENGINEERING**

## **Minutes of the Meeting of Purchase Committee**

Minutes of the Meeting of Purchase Committee was held on 10<sup>th</sup> April 2021 at 1:30 p.m. in Conference Hall- Chhatrapati Shivaji Block. The following members were present for the meeting.

- |   |   |          |
|---|---|----------|
| 1. Dr. Manjunatha<br>Principal, NHCE                        | - | Chairman |
| 2. Shri. H. N. Suryaprakash<br>Registrar                    | - | Member   |
| 3. Mr. Umesh<br>Purchase Officer                            | - | Member   |
| 4. Mr. Premnathan<br>Stores Incharge                        | - | Member   |
| 5. Ms. Malathi Madhusudan<br>Sr. Exe. Director, A/c's & Fin | - | Convener |

The Agenda for the Meeting were:

- Proposal of Purchase Policy.
- Finalizing of Vendor list
- Stock verification.
- Modernizing and developing Industry oriented lab

At the Outset, the Convener welcomed the Honorable Chairman and the members of the **Purchase Committee** and the Member Secretary presented the above agenda which was discussed in detail are mentioned below:

**1. Proposal of Purchase Policy.**

The Committee members were of the opinion that the Purchase Policy being followed did not require any changes and were happy with the process being followed. The unanimously agreed to follow the same Purchase Policy for 2021-22. As there was no Amendments the Members accepted to retain the same Policy.

**2. Finalizing of Vendors List**

After a long review and discussion, the Committee has finalized the following list of vendors for the regular supplies of consumables, printing and stationery and for other equipments.

**3. Stock verification.**

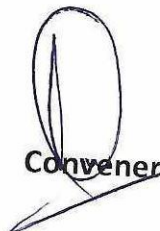
It was decided by the Committee to appoint at least three staff members to conduct bi-annual stock verification of all items of various stock registers of the department.

**4. Modernizing and developing Industry oriented lab**

The Committee Members discussed about the Modernization of the existing laboratories with more equipment to the standards of Industries which would help the students for their future.



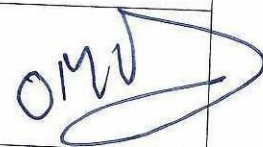
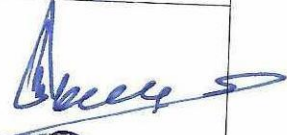
Meeting concluded with Vote of thanks by **Ms. Malathi Madhusudan**

  
Chairman

  
Convener

## NEW HORIZON COLLEGE OF ENGINEERING

Meeting of Purchase Committee was held on 10<sup>th</sup> April 2021 at 1:30 p.m. in Conference Hall- Chhatrapati Shivaji Block. The following members were present for the meeting.

S.No	NAME	ROLE	Signature
1	Dr. Manjunatha, Principal	Chairman	
2	Shri. H. N. Suryaprakash, Registrar	Member	
3	Mr. Umesh, Purchase Office	Member	
4	Mr. Premnathan, Stores Incharge	Member	
5	Ms. Malathi Madhusudan, Sr. Exe. Director A/c's & Fin	Convener	