

CIRCULAR

The Meeting of Purchase and Infrastructure Committee is scheduled on 10th April 2024 at 3.00 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.
- Renovation of Netaji Subhash Chandra Boss Block
- Renovation of classrooms in all the Department
- Purchase of new Furniture and equipment's for the class rooms
- Stock verification.
- Purchase of Computers, Smart Boards, Software and Lab equipment.


Principal

Cc to:

- | | | |
|-------------------------------|---|----------|
| 1. Dr. Manjunatha | - | Chairman |
| 2. Shri. H. N. Suryaprakash | - | Member |
| 3. Mr. Umesh | - | Member |
| 4. Mr. Premnathan | - | Member |
| 5. Mr. Lakshminarayan D V Rao | - | Member |
| 6. Ms. Malathi Madhusudan | - | Convener |

At the Outset, the Convener welcomed the Honorable Chairman and the members of the Purchase and Infrastructure 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 2024-25. 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 equipment's.

➤ **Renovation of Netaji Subhash Chandra Boss Block**

In the committee meeting, members discussed plans to renovate the Netaji Subhash Chandra Bose building, focusing on preserving its historical value while updating its infrastructure. The key points of the discussion included:

- **Structural Integrity:** The committee agreed to have an expert team assess the building's foundation and structure to ensure safety and address any damage.
- **Exterior Upgrades:** Members emphasized preserving the building's façade while enhancing its appearance.
- **Interior Renovations:** There was a need to modernize the interiors, including updating electrical systems, adding air conditioning, improving lighting, and ensuring accessibility for differently-abled individuals.
- **Budget and Timeline:** The committee reviewed the renovation budget and agreed on a timeline to minimize disruptions.
- **Sustainability:** The committee supported using eco-friendly materials, energy-efficient systems, and adding green spaces during the renovation.

➤ **Renovation of Classrooms in All Departments: Committee Discussion**

The committee discussed plans for renovating classrooms across all departments to improve the learning environment. Key points of the discussion included:

- **Upgrading Furniture and Fixtures:** Members proposed replacing old furniture with ergonomic, modern options to improve comfort and functionality for students and faculty.
- **Technology Integration:** The committee emphasized the need to equip classrooms with updated technology, such as smartboards, projectors, and improved sound systems to enhance the teaching and learning experience.
- **Lighting and Ventilation:** Improving classroom lighting and ventilation systems was considered essential for creating a comfortable and productive learning environment.
- **Accessibility:** Ensuring that classrooms are accessible to students with disabilities was a priority, including the installation of ramps and other necessary adjustments.
- **Budget and Timeline:** The committee reviewed the renovation budget and set a timeline for completing the work, with the goal of minimizing disruptions during the academic year.
- **Sustainability:** There was support for using eco-friendly materials and energy-efficient lighting and systems to make the classrooms more sustainable.

➤ **Stock verification.**

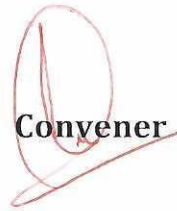
It was decided by the Committee to appoint at least three staff members to conduct bi-annual stock verification of all items of various stock registers of the department.

➤ **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


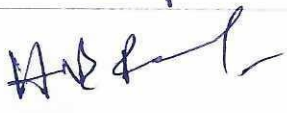




Meeting concluded with Vote of thanks by the Convener


Chairman


Convener

NEW HORIZON COLLEGE OF ENGINEERING

Meeting of Purchase and Infrastructure Committee was held on 10th April 2024 at 3.00 p.m in Conference Hall- Chhatrapati Shivaji Block. The following members were present for the meeting.

| S.No | NAME | ROLE | Signature |
|------|----------------------------|----------|---|
| 1 | Dr. Manjunatha | Chairman |  |
| 2 | Shri. H. N. Suryaprakash | Member |  |
| 3 | Mr. Umesh, | Member |  |
| 4 | Mr. Premnathan | Member |  |
| 5 | Mr. Lakshminarayan D V Rao | Member |  |
| 6 | Ms. Malathi Madhusudan, | Convener |  |