



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

PIET/PO/ADMIN/2023-24/1166

August 16, 2023

Purchase Committee

Objective

To ensure that quality materials are obtained, and that procurement and management procedures are followed in both major and minor acquisitions.

Roles & Responsibilities:

1. The purchase section coordinates the acquisition of quotations based on the stated specifications.
2. To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
3. To coordinate all the purchases of all Departments and ensure the procurement of required items as per schedule.
4. Based on the recommendations of the department, usually HoD, the purchase committee will deliberate on the quotations and recommend the company from which the items may be procured.
5. Any other works related to procurement of the items.
6. The committee meets as and when needed.

Purchase Committee Members at Institute Level:

S. No.	Committee Members	Designation
1.	Dr. Dinesh Goyal	Principal/Director
2.	Dr. Gautam Singh	Registrar & Proctor
3.	Mr. Jai Sharma	Assistant Director (Finance)
4.	Mr. Ramavtar Jangid	Accounts Officer
5.	Dr. Anil Kumar	HoD, Computer Engineering
6.	Dr. Budesh Kanwar	HOD, Department of AI&DS
7.	Mr. Udit Mamodiya	Assistant Professor

Purchase Committee Members for at Department Level:

S. No.	Committee Members	Designation
1.	Dr. Sama Jain	HoD, I Year
2.	Dr. Anil Kumar	HoD, Computer Engineering
3.	Dr. Budesh Kanwar	HOD, Department of AI&DS
4.	Mr. Udit Mamodiya	Assistant Professor
5.	Mr. Nitin Mukesh Mathur	Assistant Professor
6.	Mr. Rajendra Singh	Assistant Professor
7.	Mr. Anuj Pawa	Dy. Registrar


Dr. Dinesh Goyal
(Director/Principal)

