

# **Sushant University**

## **PURCHASE AND PROCUREMENT COMMITTEE (PPC)**

All the purchase and procurement related decision in the University should be made through this committee.

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| 1. | C.O.E (Mr. Anil Yadav)                 | - Chairman                                    |
| 2. | Manager - Facility (Mr. Dheeraj Kumar) | - Convener                                    |
| 3. | Head – Faculty (Mr. Vijit Lall Mathur) | - Member                                      |
| 4. | Assistant Registrar (Suman Punia)      | - Member                                      |
| 5. | Head – I.T (Mr. Abhishek Antil)        | - Member                                      |
| 6. | Assistant Professor Mr. Vipul Gaur     | - Member                                      |
| 7. | AGM - Account (Mrs. Jyotsna Walia)     | - Member Secretary                            |
| 8. | Department/school (Representative)     | -Invited from Department on specific purchase |

**Quorum** of the meeting is minimum four members. (Approval of Chairman, 3 members). For the Purchase price of more than Rs 10,000/ Representative of Trustee approval is mandatory.

### **Process of purchase/procurement:**

1. Requisition/Indent is must for every purchase
2. Collection of Quotation/s (at least three quotations are required in case the total amount involved is more than Rs. 10000)
3. Comparative statement on the basis of quotations received. Online quotations should be taken wherever possible.
4. Obtain approval and recommendation of the PPC
5. On the basis of recommendations of PPC, release of Work Order (WO)
6. On receipt of goods, ensure Gate Entry, Stock Entry and Fixed Assets entry on Challan/Bill
7. Only after completion of all the above, payment will be processed by the finance department within a reasonable time through PO

### **Important Points**

- i. If any expert is recommended for certain purchases or services, he/she can be called for the meeting
- ii. The meeting of PPC will be held every week or as and when required.
- iii. Goods/Services can be ordered again if the same is a repeat order against already approved quotation in purchase procurement committee meeting held within last 6 months.