

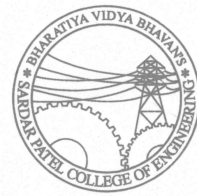


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# अमृतं तु विद्या Bharatiya Vidya Bhavan's Sardar Patel College of Engineering

(Government-Aided Autonomous Institute)

**MUNSHI NAGAR, ANDHERI (WEST), MUMBAI - 400 058.**



E-mail : principal@spce.ac.in  
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Ref. No. P0/2022/103

Date: 08-12-2022

## OFFICE ORDER

The Purchase Committee (PC) of the Institute is hereby re-constituted as follows w.e.f. 12.12.2022:

Sr. No.	Member	Affiliation	Role in the Committee
1.	Prof. Satishkumar Barot	Asst. Prof. Mathematics	Chairperson
2.	Prof. Ms. Prajakta Joshi	Asst. Prof., Electrical Engg. Dept, SPCE	Member
3.	Prof. Sachin Vankar	Asst. Prof., Mechanical Engg. Dept, SPCE	Member
4.	Dr. Ms. Reshma Raskar	Asst. Prof., Civil Engg. Dept, SPCE	Member
5.	Mr. Sanjay Sawant	Librarian	Member
6.	Mr. Sanjay R. Vinerkar	I/c Registrar, SPCE	Member
7.	Mr. Dinesh Torne	Storekeeper	Member Secretary

The brief roles & responsibilities of the Purchase Committee would include, but not be limited to the following:

- Convene a monthly meeting of the PC and carry out the purchase of goods and services required for academic, administrative and amenities requirements of the Institute and the Hostel by following the procedures and guidelines framed in the Purchase & Stores Manual.
- Recommend revisions in the procedures of purchase, if necessary
- Preparation and updating the list of suppliers and vendors of the Institute
- Maintain stock registers for the goods purchased
- Conduct yearly stock verification of the goods purchased in the Institute
- Ensure transparency, accountability and fairness in the purchase procedures

The committee should carry out all the purchase procedures with approval from the undersigned / Chairman, BoG, SPCE, as the case may be.

  
Dr. M. M. Murudi

I/c. Principal

- Copy to:
1. All the committee members
  2. MIS Officer for website upload

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