



Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada)

AN ISO 9001: 2015 Certified Institution. Accredited by NAAC,

Recognized by UGC Under 2(f) and 12(B) under UGC act 1956

Paritala, Kanchikacherla (M), NTR Dist., A.P., India-521180

www.amritasai.org.in

Tel:08678-277777

Toll Free No: 1800 1212 369



18-08-2025

OFFICE ORDER PURCHASE COMMITTEE

The undersigned is pleased to constitute Purchase Committee with the following body for the academic year 2025-26.

S.No	Name of the Member	Dept	Position
1	Sri B Balaji	ECE	Coordinator
2	Sri.T Koteswara Rao	CI	Member
3	Dr.P.Chirnjeevi	CSE	Member
4	Sri.B.Praneeth	MECH	Member
5	Sri.B Rama Rao	ECE	Member
6	Dr.M Thyigarajan	CIVIL	Member
7	Sri.CH Chinna Veeraiah	EEE	Member
8	Sri.D Pavan Kumar	S&H	Member
9	Dr.V Ramesh Babu	ECE	Member
10	Sri.P Ramesh Babu	MCA	Member

(Dr. M SASIDHAR)
PRINCIPAL

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PRINCIPAL
Amrita Sai Institute of Science and Technology
Amrita Sai Nagar, Paritala,
NTR Dist - 521180



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19-08-2025

CIRCULAR

All the members of the Purchase committee are informed to attend the meeting in the Conference room on 20Aug 2025 at 1:40 PM to discuss the following agenda.

Agenda:

- 1.To form department wise purchase committees
- 2.Framing the rules for finalizing the procurement proposal of departments
- 3.Procedure to select the supplier and placing purchase order
- 4.Procedure to be adopted for payment of bills to the suppliers
- 5.Any other points with the permission of the chair

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20-08-2025

MINUTES OF PURCHASE COMMITTEE AY 2025-26

Minutes of the Meeting of Purchase Committee held on 20th Aug 2025 at 1:40 pm. in Seminar Hall-. The following members were present for the meeting.

Agenda

- 1.To form department wise purchase committees
- 2.Framing the rules for finalizing the procurement proposal of departments
- 3.Procedure to select the supplier and placing purchase order
- 4.Procedure to be adopted for payment of bills to the suppliers
- 5.Any other points with the permission of the chair

MINUTES AND RESOLUTIONS

1. It is resolved to form purchase committees at Department level with the following members.

- Head of the Department Chairman.
- Senior Faculty of Concerned Subject/Lab - Members.
- Concerned Lab In-Charge Member.

2. It is resolved that the Departmental Committees are authorized to call for quotations and prepare comparative statements and submit the same to the Central Purchase Committee for finalizing supplier.

3. It is resolved that based on the departmental purchase committee recommendations, orders will be placed to the suppliers.

4. It is resolved that On supply and installation of equipment based on the certificate from the HOD the bills will be forwarded to the Principal for payment to the suppliers.

5.Action plans of the committee are discussed and decided to hold a meeting of the committee at least twice in an academic year to review the working of the committee. The meeting was concluded with thanks to the Chair.

Members present:

S.No	Name of the Member	Position	Signature
1	Sri B Balaji	ECE	
2	Sri.T Koteswara Rao	CI	
3	Dr.P.Chirnjeevi	CSE	
4	Sri.B.Praneeth	MECH	
5	Sri.B Rama Rao	ECE	
6	Dr.M Thyigarajan	CIVIL	
7	Sri.CH Chinna Veeraiah	EEE	
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