



OFFICE OF THE PRINCIPAL
MAHATMA GANDHI COLLEGE

(Affiliated to University of Kerala)(Re-Accrediated with B+ Grade by NAAC,
UGC-College with Potential for Excellence)

KESAVADASAPURAM, THIRUVANANTHAPURAM- 695004

KERALA, INDIA

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MAHATMA GANDHI COLLEGE, KESAVADASAPURAM
Purchase Policy

Purchase Policy supports the purchase of various goods and services for the college. To supervise the purchase procedure a Purchase Committee is constituted with Principal as Chairperson and three faculty as members one of them being the convener of the Committee. The purchases are done by utilizing various funds coming under PTA, PD and RUSSA.

All the purchases are done following the General Financial Rule. The requirements of goods are invited from Heads of Departments and Office superintendent. Purchase of goods upto the value of Rs. 15,000/- are made without inviting quotations or bids. Purchase of goods costing above Rs 15,000/- and upto Rs. 1,00,000/- done through quotations and above Rs. 1,00,000/- through tenders. The quotations and tenders are invited through the college website/newspapers. There should be a minimum of three quotations/tenders. The quotations/tenders are opened and scrutinized by the purchase committee and comparative statements are prepared. The lowest quoted quotations/tenders which satisfy with the required specifications mentioned in advertisement are selected and purchase orders are released with the consent from technical committee.

The approval of the PTA executive committee is a pre-requisite for the utilization of the PTA fund and the PTA secretary keeps necessary records related to the utilization. The proposals placed before the PTA/principal are evaluated and discussed in the staff council to ensure that the expenditure is only for the developmental activities of the college and the welfare of the students.

All the items purchased are entered in the stock register kept in the office and the entry will be recorded on the bill and goods receipt note is issued. Entries are made by the user department in their stock register also.




Principal
Mahatma Gandhi College
Thiruvananthapuram