



# **Gyanoday College of Education Janjgir**

Akaltara Road Janjgir, Distt- Janjgir-Champa (C.G.)

**Contact No: 94252-30437**

E-Mail-[sureshyadavsky27@gmail.com](mailto:sureshyadavsky27@gmail.com) Website:<http://www.gyanodaycollege.com>

## **MINUTES OF THE MEETING OF THE PURCHASE COMMITTEE**

The first (preliminary) meeting of the Purchase Committee of the academic session 2017-2018 was held at 12:00 pm 17-08-2018 in the Office of Principal of the College

The following attended the meeting under the chairmanship of Shri Suresh Yadav.

| <b>S.No</b> | <b>Name</b>                   | <b>Designation</b> |
|-------------|-------------------------------|--------------------|
| 1.          | (principal) Dr. Manveer Singh | Convenor           |
| 2.          | Smt. Hema Tiwari              | Member             |
| 3.          | Smt. Chanchala Mishra         | Member             |
| 4.          | Smt. Archana Yadav            | Member             |
| 5.          | (Adm) Shri Suresh Yadav       | Member             |

The meeting started with the opening remarks made by the chairperson.

The chairperson welcomed the members who were participating in the first ever meeting of the recently constituted Purchase Committee. The Governing Body at its meeting dated 20 December 2010 decided to form the present Committee for the College. As per authorisation, the Principal in effective consultation with the Manager/Secretary have decided on the composition, jurisdiction, meetings to be held and all other details. Details are as under

### **Composition**

The committee is to consist of the Head of the college who will be the ex-officio-Chairperson-cum-convenor. It will have two senior most members from the faculty and one official from accounts/office/library.

### **Meetings**

The committee is to meet on as and when required basis.

### **Main task**

The function of this committee is to decide the mode and manner of making purchases at competitive prices without compromising on quality, and ensuring that the supplied items meet the required specifications as per order.

  
**Principal**  
Gyanodaya College of Education  
Janjgir, Distt- Janjgir-Champa (C.G.)

## Decisions

1. The committee requested all teachers of and Librarian to develop subject item-wise lists of publishers, booksellers, and manufacturers of instruments, equipments and other items of all description for ready reference. A copy of each such list should be furnished to the Chairman within a month.
2. The committee decided to constitute Purchase Sub-committees as and when required. Such committee will facilitate purchase of required items of given quality at competitive prices by carrying on the spot inspection in the open market.
3. The committee decided to effect purchase within reasonable span of time without causing avoidable delay and ensure the payment is released likewise.

The meeting concluded at 2:15 pm with a vote of thanks to the chair.

  
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## **MINUTES OF THE MEETING OF THE PURCHASE COMMITTEE**

The first (preliminary) meeting of the Purchase Committee of the academic session 2018-2019 was held at 2:30 pm 18 January 2019 in the Office of Principal of the College

The following attended the meeting under the chairmanship of Shri Suresh Yadav

| <b>S.No</b> | <b>Name</b>                   | <b>Designation</b> |
|-------------|-------------------------------|--------------------|
| 1.          | (principal) Dr. Manveer Singh | Convenor           |
| 2.          | Smt. Hema Tiwari              | Member             |
| 3.          | Smt. Chanchala Mishra         | Member             |
| 4.          | Smt. Archana Yadav            |                    |
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The meeting concluded at 3:15 pm with a vote of thanks to the chair.

  
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Gyanodaya College of Education,  
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## **MINUTES OF THE MEETING OF THE PURCHASE COMMITTEE**

The first (preliminary) meeting of the Purchase Committee of the academic session 2019-2020 was held at 2:30 pm 18 January 2020 in the Office of Principal of the College

The following attended the meeting under the chairmanship of Shri Suresh Yadav

| <b>S.No</b> | <b>Name</b>                   | <b>Designation</b> |
|-------------|-------------------------------|--------------------|
| 1.          | (principal) Dr. Manveer Singh | Convenor           |
| 2.          | Smt. Hema Tiwari              | Member             |
| 3.          | Smt. Chanchala Mishra         | Member             |
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The meeting concluded at 3:15 pm with a vote of thanks to the chair.

  
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## **MINUTES OF THE MEETING OF THE PURCHASE COMMITTEE**

The first (preliminary) meeting of the Purchase Committee of the academic session 2020-2021 was held at 3:30 pm 18 January 2021 in the Office of Principal of the College

The following attended the meeting under the chairmanship of Shri Suresh Yadav

| <b>S.No</b> | <b>Name</b>                       | <b>Designation</b> |
|-------------|-----------------------------------|--------------------|
| 1.          | (principal) Dr. Akhilesh Katakwar | Convenor           |
| 2.          | Smt. Hema Tiwari                  | Member             |
| 3.          | Smt. Chanchala Mishra             | Member             |
| 4.          | Smt. Archana Yadav                |                    |
| 4.          | (Adm) Shri Suresh Yadav           | Member             |

The meeting started with the opening remarks made by the chairperson.

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3. The committee decided to effect purchase within reasonable span of time without causing avoidable delay and ensure the payment is released likewise.

The meeting concluded at 3:15 pm with a vote of thanks to the chair.

  
**Principal**  
Anandaya College of Education  
Janjgir, Distt.-Janjgir-Champa (C.G.)





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## **MINUTES OF THE MEETING OF THE PURCHASE COMMITTEE**

The first (preliminary) meeting of the Purchase Committee of the academic session 2021-2022 was held at 11:30 am 08-02-2022 in the Office of Principal of the College

The following attended the meeting under the chairmanship of Shri Suresh Yadav

| <b>S.No</b> | <b>Name</b>                       | <b>Designation</b> |
|-------------|-----------------------------------|--------------------|
| 1.          | (principal) Dr. Akhilesh Katakwar | Convenor           |
| 2.          | Shri Amit Kumar Upadhyay          | Member             |
| 3.          | Smt. Chanchala Mishra             | Member             |
| 4.          | Smt. Archana Yadav                |                    |
| 5.          | (Adm) Shri Suresh Yadav           | Member             |

The meeting started with the opening remarks made by the chairperson.

The chairperson welcomed the members who were participating in the first ever meeting of the recently constituted Purchase Committee. The Governing Body at its meeting dated 20 December 2010 decided to form the present Committee for the College. As per authorisation, the Principal in effective consultation with the Manager/Secretary have decided on the composition, jurisdiction, meetings to be held and all other details. Details are as under

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3. The committee decided to effect purchase within reasonable span of time without causing avoidable delay and ensure the payment is released likewise.

The meeting concluded at 1:15 pm with a vote of thanks to the chair.

  
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