JAYA ENGINEERING COLLEGE
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INTERNAL QUALITY ASSURANCE CELL

Purchase of Equipment/Materials POLICY

An efficient and transparent purchasing policy is essential for the smooth functioning of an engineering college. This policy ensures that all equipment and materials are acquired in a systematic, legal, and cost-effective manner.

1. Objective

The objective of this policy is to provide guidelines for the purchase of equipment, materials, and other necessary supplies required by various departments in an affiliated engineering college. The policy aims to:

- Ensure procurement is in line with the budget and the institution's goals.
- Maintain transparency, fairness, and integrity in all procurement activities.
- Ensure that the quality and specifications of the items purchased meet the educational and operational requirements of the college.

2. Scope

This policy applies to all staff members involved in the purchasing process, including department heads, purchase committees, and the finance team. It covers the procurement of:

- **Laboratory Equipment**: Instruments, machines, tools, etc.
- **Classroom Equipment**: Audio-visual aids, projectors, whiteboards, etc.
- **Office Materials**: Stationery, office furniture, etc.
- **Software and IT Hardware**: Computers, servers, licenses, etc.
- **Miscellaneous Materials**: Books, library resources, etc.

3. Roles and Responsibilities

- **Department Heads**:
    - Identify and submit requisitions for necessary equipment/materials for their respective departments.
    - Ensure that the requested items align with the academic or operational requirements.
- **Purchase Committee**:

- o Composed of key personnel from administration, finance, and relevant departments.
- o Responsible for evaluating the requisitions, conducting market research, and making purchasing decisions.
- o Ensure compliance with budgetary limits and institutional policies.

- **Finance Department**:
  - o Ensure adequate budget allocation for the purchases.
  - o Provide approval for the release of funds.
  - o Oversee that the purchase process is carried out in line with financial regulations.

4. Procedure for Procurement

1. **Requisition Submission**:
   - o A written request or requisition must be submitted by the department head detailing the required equipment/materials, quantity, purpose, and expected budget.

2. **Evaluation and Approval**:
   - o The Purchase Committee evaluates the requisition, ensuring that the requested items meet the required specifications.
   - o If the items align with the institution's goals and the budget, they will be approved.

3. **Market Research & Vendor Selection**:
   - o At least **three competitive quotations** should be obtained for non-recurring purchases (high-value items).
   - o Preference should be given to vendors offering value for money, quality assurance, and after-sales services.
   - o Vendor selection should be done through a transparent process, considering factors like delivery time, warranty, and customer reviews.

4. **Purchase Order**:
   - o A formal purchase order is issued to the selected vendor after approval from the Purchase Committee and Finance Department.
   - o The order should clearly state the terms of delivery, payment schedule, and any warranties/guarantees.

5. **Delivery and Inspection**:
   - o Upon receipt of the goods, the concerned department must inspect the items for compliance with the order specifications.
   - o Any discrepancies or issues should be reported to the vendor immediately for resolution.

6. **Payment**:
   - o Payments are made according to the terms outlined in the purchase order, typically after inspection and confirmation of goods received.

7. **Documentation**:
   - o Maintain a record of all procurement documents, including requisitions, quotations, purchase orders, delivery notes, and payment receipts for audit and future reference.

5. Budgeting and Financial Considerations

- **Annual Budgeting**:
  - o All departments should prepare an annual budget for required equipment and materials, which must be approved by the college administration.
- **Cost Control**:
  - o Purchases should be made in accordance with the approved budget. Any deviations from the budget require approval from the college authorities.
- **Funding Sources**:
  - o Funds for purchases may come from departmental budgets, grants, or donations. If the equipment is for research or specific projects, special funding sources may be considered.

6. Vendor and Product Selection Criteria

- **Quality Assurance**:
  - o Equipment and materials must meet predefined quality standards and specifications.
- **Brand and Warranty**:
  - o Prefer vendors offering known brands or reputable products with reasonable warranty periods and after-sales support.
- **Cost Effectiveness**:
  - o The purchase should be competitive in price while ensuring value for money in terms of durability, efficiency, and technology.
- **After-Sales Support**:
  - o Vendors should provide timely customer support, training (if required), and replacement services during the warranty period.

7. Emergency or Immediate Purchases

In cases where urgent purchases are needed (breakdown of essential equipment or an unforeseen situation), the following procedure applies:

- **Emergency Committee**: A committee can be formed for swift decision-making.
- **Limited Quotation**: For urgent purchases, at least one quotation can be sought, with subsequent documentation and validation.

8. Compliance with Regulatory and Environmental Standards

- All purchases must comply with the applicable local, state, or national regulations, including environmental standards.
- Items must be ethically sourced and environmentally friendly products or technologies should be prioritized when possible.

9. Auditing and Monitoring

- Periodic audits should be conducted to review the procurement process, ensuring compliance with policy, budget limits, and quality standards.
- Any instances of non-compliance should be reported to the higher authorities for corrective actions.

10. Disposal and Replacement Policy

- For old or outdated equipment, a formal disposal process must be followed.
- If equipment is deemed irreparable or obsolete, it should be sold, recycled, or discarded according to institutional guidelines.