

Venue: Google meet

Date: 09<sup>th</sup> December 2020

## Minutes of Meeting: Purchase & Store Committee

Minutes of Purchase & Store held at Google meet on 16<sup>th</sup> June 2021 at 1:30 PM.

Member present in the meeting

S.No	Name	Designation
1.	Dr. P. Parthasaradhy	Joint Director
2.	Dr. B Kedarnath	Prof & HOD- ECE
3.	Dr. M. Harinath Reddy	Prof. & HOD- MECH
4.	Dr K. Santhi	Prof. & HOD- EEE
5.	Dr. M. Tariq	Prof. & HOD- IT
6.	Mr Manik Rao Patil	Prof. IT
7.	Dr. Omer	Prof, CE
8.	Dr. S. Sivaiah	Prof. H&S
9.	Mr A. Mohan	Prof, ECE

### Agenda:

1. Action plan to procure consumable and non-consumable components/equipments
2. To request technical input from HOD and relevant staff as required inviting to participate for the procurement related to their requirement.
3. Ensuring all necessary procurement procedures are properly followed.
4. To finalize and issue the purchase order before commencement of the next semester academic session.

### Minutes of Meeting:

1. Dr P. Parthasarathi Joint Director-GNITC, chairman of the committee discussed about the pandemic situation in the country because of Covid-19.
2. All the HoDs are instructed to review the condition of department stationary and laboratory and class room once the college re-opened.
3. Based on the report, all the HODs must submit the indent forms along with three quotations for the very urgent requirements for the smooth conduction of the running academic session.

The meeting was concluded at 2:00 PM.

  
Dr P. Parthasarathi  
Joint Director-GNITC

Venue: Google meet

Date: 16<sup>th</sup> May 2020

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