



B.L.D.E. Association's

COLLEGE OF PHARMACY

JAMKHANDI -587301 Dist: Bagalkot-Karnataka

(Approved by Government of Karnataka, Pharmacy Council of India, New Delhi & Affiliated to Rajiv Gandhi University of Health Sciences Karnataka, Bangalore)



Email: principal.copjkd@bldea.org, Phone: 08353-200012 Mob: 9513397410

Ref. No: BLDEA/COP/JKD/2025-26

Date: 13/10/2025

OFFICE ORDER

Sub: Constitution of Purchase Committee

(Ref: NAAC Guidelines for Purchase Committee)

In accordance with the guidelines of the National Assessment and Accreditation Council (NAAC) and BLDE SOP, the Purchase Committee is hereby constituted in BLDEA's College of Pharmacy, Jamkhandi with immediate effect, to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution.

Composition of Purchase Committee

Sl. No.	Name	Designation	Role
1	Dr. B Shivakumar	Principal	Chairperson
2	Mr. Shivanand Gavaroji	Assistant Professor	Co-Ordinator
3	Dr. Chetankumar M	Associate Professor	Member
4	Mr. Shekhar M Teli	Assistant Professor	Member
5	Mr. Somanath Janawad	Assistant Professor	Member
6	Mr. Ashok Chandaragi	Accountant	Member

Functions of Purchase Committee:

- To identify the requirements of equipment, materials, furniture, books, and other items needed by various departments of the institution
- To scrutinize and approve purchase requisitions submitted by departments and sections
- To invite quotations/tenders from authorized vendors as per institutional purchase procedures
- To evaluate quotations based on quality, specifications, price, and reliability of suppliers
- To recommend suitable vendors for procurement in accordance with institutional rules and financial norms
- To ensure transparency, fairness, and accountability in the procurement process
- To verify that purchased items meet the required specifications and quality standards
- To ensure proper documentation of purchase orders, quotations, invoices, and related

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records

- To monitor timely delivery and proper installation of purchased equipment and materials
- To ensure compliance with financial regulations, audit requirements, and institutional

Objectives of Purchase Committee:

- To ensure the timely procurement of quality goods, equipment, and services required for the smooth functioning of the institution
- To maintain transparency, fairness, and accountability in the purchasing process
- To procure materials at reasonable and competitive prices while maintaining required quality standards
- To ensure that all purchases comply with institutional policies, financial rules, and regulatory guidelines
- To support academic, administrative, and infrastructural needs of the institution through effective procurement planning
- To promote efficient utilization of institutional funds and resources

Roles and Responsibilities of Purchase Committee:

- To assess and consolidate the purchase requirements of various departments and sections of the institution
- To verify and approve purchase requisitions submitted by departments as per institutional needs and budget availability
- To invite quotations or tenders from authorized vendors in accordance with institutional purchase procedures
- To evaluate quotations based on price, quality, specifications, and credibility of suppliers
- To recommend suitable vendors for procurement following transparency and fairness in the selection process
- To ensure that all purchases comply with institutional policies, financial rules, and regulatory guidelines
- To verify that the goods and materials supplied meet the required specifications and quality standards
- To monitor the timely delivery, installation, and proper functioning of purchased equipment and materials
- To maintain proper documentation of quotations, purchase orders, invoices, and other procurement records
- To coordinate with the accounts section for processing payments to vendors as per rules

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Date:

MINUTES OF THE FIRST MEETING OF PURCHASE COMMITTEE

Date:

Time:

Venue: Seminar Hall

Members Present

Sl. No.	Name	Designation	Role	Sign
1	Dr. B Shivakumar	Principal	Chairperson	
2	Mr. Shivanand Gavaroji	Assistant Professor	Co-Ordinator	
3	Dr. Chetankumar M	Associate Professor	Member	
4	Mr. Shekhar M Teli	Assistant Professor	Member	
5	Mr. Somanath Janawad	Assistant Professor	Member	

Agenda of the Meeting

1. Formation and objectives of the Purchase Committee
2. Roles and responsibilities of Purchase Committee
3. Any other matter with the permission of the Chair

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Agenda 1: Formation and objectives of the Purchase Committee
The Chairperson welcomed the members and explained the purpose of constituting the Purchase Committee as per NAAC guidelines

Resolution:

The formation and objectives of the Purchase Committee were unanimously approved.

Agenda 2: Roles and responsibilities of Purchase Committee

The Coordinator explained the duties of the members, emphasizing leadership, discipline, and teamwork.

Resolution:

It was resolved that all members shall perform their duties and responsibilities.

Agenda 3: Any Other Matter

No other matter was discussed.

Conclusion

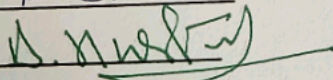
The meeting concluded with a vote of thanks to the Chair. The Chairperson encouraged the members to actively participate in institutional development and maintain discipline and integrity.

Signatures

Chairperson

Purchase Committee

Name: Dr. B. Shivakumar

Signature: 

Coordinator

Purchase Committee

Name: Shivanand. S. Gowaraj

Signature: 