



St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute
Dhulapally, Secunderabad - 500100.
NBA & NAAC A+ ACCREDITED



CONVENING ORDER

PROCUREMENT COMMITTEE

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. The Procurement Committee is convened with the following members:

S.No.	Name of the Staff	Dept.	Role
1	Mr. A. Suresh Kumar	Admin	A.O.
2	Mr. Nagendra Kumar	Admin	Member
3	Mr. Praveen	System Admin	Member
4	Mr. K.Rajesh	Accounts	Member
5	Mr. Praveen.G	Transport	Member
6	Mr. Pramod	System Admin	Member

Frequency of Meeting: As and when required

Functions & Responsibilities:

- To analyze quotations and prepare quotations as per the requirements, and provide recommendation for approval from the Director.
- To ensure all documentation is accurately completed
- All members are to be present at meetings. If a member is unable to attend, the officer-in-charge shall be the representative. If the OIC is also unavailable, a representative is to be designated in writing by the member or by the head of the department or office concerned, to whom all responsibility and authority of the absent member is to be delegated.

PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M),
Medchal-Malkajgiri (D), Secunderabad-500 100.