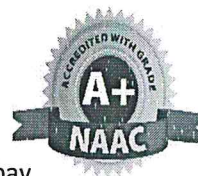


St. MARTIN'S ENGINEERING COLLEGE

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CONVENING ORDER 2022-2023

PROCUREMENT COMMITTEE

S. No.	Name of the Faculty	Designation	Department
1	Mr. A. Suresh Kumar	Convener	Admin
2	Mr. G. Praveen	Member	TPT
3	Mr. Nagendra Kumar	Member	Admin
4	Mr. S. Pavan Kalyan	Member	ME
5	Mr. S. P. Manikanta	Member	ECE
6	Mr. G. Rajesh	Member	Admin
7	Mr. J. Rajeshwar	Member	Admin

Frequency of Meeting: As and when required

Functions and 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 any member is unable to attend, the office in charge shall be represented. If the OIC is also unavailable, a representative should be designated in writing by the member or by the head of the department.


PRINCIPAL