



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
Peddasettypalli, Proddatur, YSR Dist., A.P

OFFICE ORDER

Date: 01-08.2024

Sub:- GITAMW -Constitution of Finance and Purchase Committee-Nomination of the members-Reg.

The Purchase Committee is formed to ensure consistent and correct norms of procurement practices. The Committee members meet as and when required and are primarily responsible for monitoring, verifying and ensuring that approved procurement procedures have been applied properly. With reference to the subject cited above, the following staffs are hereby nominated for Purchase Committee for the year 2024-25.

Gouthami Institute of Technology and Management for Women				
FINANCE AND PURCHASE COMMITTEE FOR THE ACADEMIC YEAR 2024-2025				
S. No.	Name	Designation	Designation in the Committee	Signature
1.	Mrs.C.SHAILUSHA	Co - Director	Chairman	
2.	Dr. M. RAMA SUBBAMMA	Principal	Co - Chairman	
3.	Mr. SUBRAHMANYAM	Administrative Officer	Convener	
4.	Mr. ESWAR	Accountant	Member	
5.	Mr. DHARMENDRA	Accountant	Member	
6.	Mrs. K.JAYA LAKSHMI	Asst. Accountant	Member	

ROLES, DUTIES, AND RESPONSIBILITIES

1. Purchase committee helps procure goods and services designed to meet operational needs while providing the highest possible value. They ensure that the organization operates with integrity while purchasing the required products.
2. The college requirements are to be purchased from GeM (Government e-Market). It is completely paperless, cashless and system driven e-market place that enables buying of goods and services with minimal human interface. This Committee will receive requirements from all staff members the and prepare budget for purchases
3. The Applications received may be forwarded to Management with proper reasons and further necessary action.

Circulation to above staff /HODs/Admin/others

(Dr. Dr. M. RAMA SUBBAMMA)

PRINCIPAL
Gouthami Institute of Technology
and Management for Women
Peddasettypalli (V),
Proddatur - 516300, Kadapa (Dt.)



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Date: 08-08-2024

CIRCULAR

This is to inform to all the members of the Finance and Purchase Committee are requested to attend the meeting in the Principals Chamber on 09-08-2024 at 4.00 p.m to discuss the future course of action for the academic year 2024-25.


CONVENER

Copy to

- 1) The Principal- for kind information
- 2) All the Members of Committee



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Finance and Purchase Committee

Minutes of the Meeting (A.Y 2023-24)

Date: 09-08-2024

The Finance and Purchase Committee meeting was held on 09-08-2024 in Principal Chamber. The following members has attended the meeting.

Gouthami Institute of Technology and Management for Women				
FINANCE AND PURCHASE COMMITTEE FOR THE ACADEMIC YEAR 2024-2025				
S. No.	Name	Designation	Designation in the Committee	Signature
1.	Dr. M. RAMA SUBBAMMA	Principal	Chairman	<i>M. Subbamma</i>
2.	Mr. SUBRAHMANYAM	Administrative Officer	Convener	<i>Subrahmanyam</i>
3.	Mr. K. RAMBABU	AAO	Member	<i>Rambabu</i>
4.	Mr. ESWAR	Accountant	Member	<i>Eswar</i>
5.	Mr. DHARMENDRA	Accountant	Member	<i>M. Dharmendra</i>
6.	Mrs. JAYA LAKSHMI	Asst. Accountant	Member	<i>K. Jayalakshmi</i>

The following points were discussed:

- Approve major procurement contracts and expenditures.
- Ensure procurement processes adhere to organizational policies and legal requirements.
- Review and approve procurement policies and procedures.
- Review and approve annual budgets.
- Monitor financial performance and variance reports.
- Oversee financial audits and address any issues.
- Review and approve financial policies and procedures.

[Signature]
Co-Director