Sonopant Dandekar Shikshan Mandali's

SONOPANT DANDEKAR ARTS, V.S. APTE COMMERCE AND M.H. MEHTA SCIENCE COLLEGE, PALGHAR

PURCHASE

POLICY & PROCEDURE

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	PURCHASE POLICY AND PROCEDURE
Document Type	Policy and Procedures
Administering Entity	College Development Committee (CDC), IQAC, In charge Registrar and Accounts Administration Staff.

1. Guidelines for Budget and Cost Control:

The Top-level Management is in charge of creating and overseeing the policies and criteria for purchases. 'Departments are required to work together by supplying all data required for an accurate calculation of these accounts'

General Guidelines: It is expected of all academic and administrative department heads to keep an eye on department spending and ensure that it aligns with the budget. The college must have a balanced budget that is realistically allocated and properly managed in order to comply with financial planning and control requirements. Any money spent by the college must be spent and used to further the institution's interests.

Payment for purchases made outside of the authorized purchasing processes is not the responsibility of the college.

2. Purpose:

This policy defines the requirements and procedures for purchasing activities at the Sonopant Dandekar Arts, V.S. Apte Commerce and M.H. Mehta Science College, Palghar. This involves setting guidelines and procedures to ensure that all purchases are made efficiently, ethically, and within the budget. The purpose of this policy is to establish guidelines for the procurement of goods and services to ensure they are obtained in a cost-effective, timely, and ethical manner while meeting the educational needs of the institution.

3. Definition and Scope:

This policy applies to all the departments and staff involved in the procurement process, including faculty, administrative staff, and other employees. For the purposes of this document purchasing activities are broken into **Operating and Capital Expenditure items.**

Operating expenditure include items which are expensed during the same accounting period and **recurring in nature**. Whereas Capital expenditure items include purchase of fixed assets or long-term use assets viz. furniture, air conditioners, building improvements and renovations etc. which are **non-recurring in nature**.

4. Purchase Procedure:

Departmental Programmed: Up to Rs.10,000/-may be spent on departmental purchases and initiatives by each department head.

Purchase orders are often not needed for purchases of goods and services under Rs.5000. Payment for charges can be made immediately from the received invoices. The following elements are usually covered by a contract or agreement.

i) Purchases of stationery

ii) Bank fees

iii) Audit charges
iv) Mail and Postage
v) Contractual services (such as food service, facilities services, and consulting)
vi) Travel costs (including train, airline, hotel, and food expenditures)
vii) Utilities (cleaning, cable, telephone, electric, etc.)
viii) Journals and books from libraries
ix) Discount retailer

Academic and administrative departments are asked to submit the plan and list of products to the Purchase Committee at the start of each academic year.
The members of the purchasing committee defend their requests during a meeting, and they also compile a list of goods they plan to buy after consulting with the principal and the Administering Entity.
Purchase committee members oversee the direct procurement of stationary products from wholesalers. In that instance, a purchase order is not required.
Quotation are requested through contact the suppliers personally for the necessary of goods or services.
Three or more quotes are gathered from the organizations. In order to guarantee high-quality services, the buying committee validates the viability of the quotes. If any member finds a quotation to be unfeasible, they retain the authority to reject it.
The agency with the lowest possible offer is awarded the work order by the procurement committee.
In certain situations, a bid call may be requested in order to increase the discount and improve the quality of service provided to the college by fostering healthy competition among suppliers and service providers. It is requested of the providers to deliver the goods or render the services within the allotted period.

5. Receiving Goods:
Although services from organizations or people are overseen by department heads, departments will not acquire items unless prior clearance from the Purchase department is obtained. Products are delivered with a detailed description to members of the purchase committee or any other staff members authorized by the committee.

6. Return of goods:
The purchase committee negotiates any necessary cancellation, exchange, or return of all or part of a purchase order.

7. Payment Procedure:
A payment requisition or the actual vendor invoice should be used to submit a request for payment to the accounts division.
Up to Rs. 5000, cash payments are accepted; for amounts beyond that, sellers must pick up cheque at the account’s office. The purchasing committee does not advise purchasing bills or vendor invoices without GST wherever necessary.

8. Research expenditure:
Individual researchers spend money on books, equipment, and software for their research projects in accordance with the guidelines set out by the funding organization. Equipment bought with grant monies cannot be taken with or moved by researchers who leave the university. Those objects are still College property.

9. Conferences and Workshops:

The Purchase Committee's permission is not necessary for any conference or workshop organized by IQAC or any other department to cover refreshments or other costs. The departments in question are requested to describe how they have used the funding they have obtained from the college or other outside organizations.

10. Maintenance and Repairs:

In addition to provide a baseline level of basic services, Sonopant Dandekar Arts, V.S. Apte Commerce and M.H. Mehta Science College, Palghar manages the purchase committee's preventative maintenance and repairs of all academic and administrative buildings and equipment on campus, working in conjunction with the building committee and other committees.

Nearly all electrical and electronic equipment, such as software, water purifiers, air condition and generators and other electrical equipment's are operated under AMC by a few well-known organizations.

The Purchase Committee's advice is not required for everyday tasks (such as cleaning and using green generators). In these situations, services are supplied by a few permanent contractors. Through a few outside organizations, the purchase committee fulfils the needs of many administrative and academic departments by offering the following maintenance services:

- Carpentry services
- Electrician Service
- Plumbing services
- Ground services for landscaping and gardening
- Pest control
- Miscellaneous expenditure to ensure the holistic development of Institute

In case of an emergency, departments are to report the problem to the Purchase Committee during regular office hours. After the office hour it is the duty of the college guard to inform the Principal or Purchase Committee members about the problem to take necessary action or to seek for necessary assistance.

11. Policy Review:

This policy will be reviewed annually and updated as necessary to reflect changes in regulations and institutional needs.

12. Exceptions:

Any exceptions to this policy must be approved by the institution's executive management.

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