



Maratha Vidya Prasarak Samaj's

GMD ARTS, BW COMMERCE AND SCIENCE COLLEGE, SINNAR

Internal Quality Assurance Cell (IQAC)

Procurement Policy

I. PROCUREMENT:

Procurement of equipments, goods and services for the college must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted in central Procurement Services by the Parent Management, Maratha VidyaPrasarak Samaj (MVP). Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and MVP Management rules and regulations.

Procurement Services provide support to the College in the selection, acquisition, use and disposal of goods and services by:

- Maximizing the MVP's purchasing power by focusing on strategic sourcing and obtaining the best value.
- Leveraging its expertise in contract negotiations and supplier management to advantage the college.
- Streamlining processes and investing in new technologies to provide administrative efficiencies.

- Ensuring that purchases are made in accordance with all applicable MVP and College regulations, codes and ordinances.
- Minimizing risk exposure while maintaining flexibility in procurement activity.

II. PROCUREMENT AUTHORITY

The Parent Management is the final authority for procurement of equipments, goods and services. The Parent Management has delegated this function to Purchase Committee at Management level.

III. PURCHASING WITH SPONSORED FUNDS AND GRANTS

Purchases under sponsored funds from various funding agencies such as UGC, SPPU etc. are made in accordance with their rules and regulations. The grants from funding agencies are disbursed to various departments as per the proposals made. IQAC monitors the purchasing of equipments and other services at various departments.

ETHICAL CONDUCT

Care is taken to avoid the intent and appearance of unethical practice in relationships, actions and communications. All procurement activities conducted are in compliance with the standards outlined in rules and regulations of the Parent Management.

IV. PERMISSIONS AND PROCEDURE

All procurement services are handled at the Management level. The college has to take prior permission before purchase of any goods, equipment and procuring services. The college must adopt the following procedure before procuring any goods, equipment and services.

1. The Head of Department (HoD) forwards the application of department's requirement to the Principal.
2. The Principal verifies the feasibility of required resources by HoDs from IQAC.
3. After verification and as per the remark from IQAC, the requirement is forwarded to the Parent Management.
4. As per the budget and feasibility, the Management either approves or disapproves the proposals.
5. If the requirement is approved, the college collects quotations from the suppliers or service providers assigned by the parent institution.
6. The Management identifies the appropriate vendor after comparative study of the quotations collected on parameters like price, quality and service.
7. The Management forwards the permission letter to the college which includes identified vendor, prices, terms and conditions.
8. The college prepares purchase order or work order and forwards it to the identified vendor.
9. After receipt of goods or equipment from vendor, the department makes entries in General Register and Dead Stock Register.

10. After testing of supplied goods, the department forwards the invoice towards Accounts department.
11. The Accounts department follows pre-audit system laid down by the Parent Management before the disbursement of payment.
12. If the Purchase or service taken is under any funds from funding agencies, then Utilization Report is prepared by the concerned departments.
13. The Utilization report is verified by IQAC as well as the Principal and further the report is forwarded to the funding agencies.




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