



K. RAMAKRISHNAN COLLEGE OF ENGINEERING
(Autonomous)

Approved by AICTE & Affiliated to Anna University,

Accredited by NBA & NAAC with 'A' Grade, Samayapuram, Tiruchirappalli - 112



Ref No: AILKRCE/25/02

Date: 01.04.2025

CIRCULAR

Subject: Constitution of **Purchase Committee** for AICTE IDEA Lab.

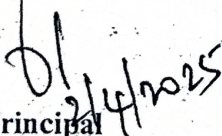
A Purchase Committee is hereby constituted for the procurement of equipment, materials, and other necessary resources for the AICTE IDEA Lab at K.Ramakrishnan College of Engineering (Autonomous) Tiruchirappalli. The committee will be responsible for ensuring transparency, efficiency, and compliance with procurement guidelines as prescribed by AICTE and the institution.

Committee Members:

1. Dr.S.Manikandan, Professor & HOD-IT , Convener
2. Dr.M.Ravichandran, Prof/MECH & Asst Head-CRF – Coordinator
3. Dr.T.M.Nithya, Asso Professor & HOD-CSE- Co-coordinator
4. Dr.M.Maheshwari, Professor & HOD-ECE – Technical Expert / Member
5. Mr.G.Gabriel Santhosh Kumar, Asst Professor & HOD-EEE – Technical Expert / Member
6. Dr.H.Ramakrishnan, Asst Professor & HOD-MECH – Technical Expert / Member
7. Dr.K.Chellamuthu, Asst. Prof/MECH & HOD/I-Year – Mandatory Equipments i/c
8. Dr.R.Ilango, Professor/EEE – Technical Expert Member
9. Dr.B.Viswanathan, Asso Prof/ECE- Technical Expert Member

Roles & Responsibilities:

- Identifying the requirements of the AICTE IDEA Lab in consultation with committee members.
- Procuring equipments that meets industrial quality and standards for supporting consultancy services.
- Quotation, Preparing Comparative statement, final procurement list with Justification and ROI etc., in line with AICTE norms and getting approval from Chief Mentor and Executive Director.
- Ensuring fair and transparent vendor selection through a tendering or quotation process.
- Verifying and approving purchase orders, invoices, and bills.
- Maintaining proper documentation and audit records for all purchases.
- Ensuring timely procurement and installation of equipment.


Principal
(Chief Mentor - AICTE Idea lab KRCE)

Copy to:

- All HOD's
- All Committee Members
- Notice Board
- AICTE IDEA LAB file