



St. Bede's College
Shimla - 171002
(UGC-NAAC "A+" Grade Re-Accredited)
College with Potential for Excellence
Phone: 0177-2842304, Fax:- 0177-2842498
www.stbedescollege.in, E-mail:- bedescollege@gmail.com

Purchase Committee Minutes of the Meeting

Agenda: Allocation of budget for consumable items

Date: 07/07/2022

A purchase committee meeting was conducted in the Principal's Office to discuss allocation of budget to each department for consumables. The meeting was chaired by the Principal, Prof. (Sr.) Molly Abraham. The budget was allocated to the departments in the following manner:

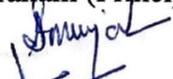
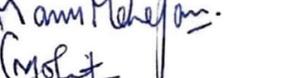
Sr. No.	Name of the Department	Budget
1.	Chemistry	Rs. 2,00,000/-
2.	Computer Science	Rs. 2,00,000/-
3.	Botany	Rs. 1,00,000/-
4.	Zoology	Rs. 1,00,000/-
5.	Microbiology	Rs. 1,00,000/-
6.	Biotechnology	Rs. 1,00,000/-
7.	Physics	Rs. 20,000/-
8.	Psychology	RS. 20,000/-
9.	Geography	Rs. 10,000/-

Further, it was decided to inform HOD's of the above mentioned departments to prepare a list of items they want to purchase and to get three different quotations for each item with GST and F.O.R included.

Also, the Principal informed the committee members about the use of a complaint register maintained at Principal's Office regarding, malfunctioning, breakage of any appliance, switches, boards, furniture etc. in the department.

Lastly, it was decided that for the purchase of equipments from RUSA grant, the HOD's need to give a list of equipments to Mr. Salil Sood.

Committee members present:

1. Prof. (Sr.) Molly Abraham (Principal) 
2. Dr. Shramja Munjal 
3. Dr. Sapna Sharma 
4. Mr. Susheel Gupta 
5. Mr. Manu Mahajan 
6. Mr. Mohit Kumar 
7. Mr. Salil Sood 



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Purchase Committee Minutes of the Meeting

Agenda: To open quotations received for consumables

Date: 08/08/2022

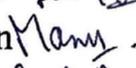
A purchase committee meeting was conducted in the Principal's Office to open and finalize quotations for consumables. The meeting was chaired by the Officiating Principal, Mrs. Anuja Sharma. In the meeting all the quotations received for consumable items were opened in the presence of the purchase committee members and the Officiating Principal.

Three quotations each were received from different firms for consumable items to be purchased by the following departments:

1. Chemistry
2. Computer Science
3. Botany
4. Zoology
5. Microbiology
6. Biotechnology
7. Physics
8. Psychology

All the HOD's of the above mentioned departments were called and asked to make a comparison sheet of all the three quotations and to prepare order list based on it.

Committee members present:

1. Mrs. Anuja Sharma (Officiating Principal) 
2. Dr. Sapna Sharma 
3. Mr. Susheel Gupta 
4. Mr. Manu Mahajan 
5. Mr. Mohit Kumar 
6. Mr. Salil Sood 



Purchase Committee
Minutes of the Meeting

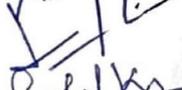
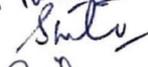
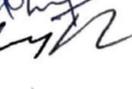
Agenda: To purchase physics equipments

Date: September 21, 2022

A purchase committee meeting was conducted in the Principal's Office, chaired by Dr. Shramja Munjal, to buy equipments/apparatus of Physics through quotations as they are not available on Government e-Marketplace (GeM). The list of the equipments/apparatus is as follows:

Sr. No.	Items	Quantity
1.	Ionization Potential of Mercury using Gas Filled Diode	2
2.	To determine the mechanical equivalent of heat (J) by Callendar and Barne's constant flow method complete apparatus	2
3.	Searle's Apparatus to determine the coefficient of thermal conductivity of copper by Searle's method complete apparatus.	2
4.	To study V-I characteristics of a tunnel diode	2
5.	To study the spectral characteristics of a photo voltaic cell current voltage, power load, areal azimuthal and spectral characteristics of a photo voltaic cell	2
6.	Filters of Photoelectric effect experiment	2
7.	To determine Boltzmann's Constant using a Semiconductor diode	2

Committee members present:

1. Dr. Shramja Munjal 
2. Dr. Sapna Sharma 
3. Mr. Susheel Gupta 
4. Mr. Manu Mahajan 
5. Dr. Shweta Thakur 
6. Mr. Mohit Kumar 
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Agenda: To open quotations received for the equipments of Physics Department

Date: 12/10/2022

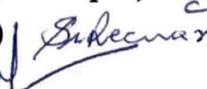
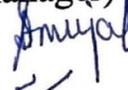
A purchase committee meeting was conducted in the Principal's Room to open and finalize quotations for the equipments of Physics Department. The meeting was chaired by the Principal, Sr. (Prof.) Molly Abraham. In the meeting all the quotations received were opened in the presence of the purchase committee members and the principal.

The quotations were received from the following firms:

1. Himaay Enterprises
2. Buy Well Agencies
3. Anshuman Tech. Pvt. Ltd.

Out of the above mentioned firms, the quotation of Himaay Enterprises was accepted. Further, Dr. Shramja Munjal informed the principal about the sanction letter to be sent to HIMURJA of amount Rs. 16,59,420 to set up the solar paneling in the college.

Committee members present:

1. Sr. (Prof.) Molly Abraham (Principal) 
2. Sr. Reena Kurian (Manager) 
3. Dr. Shramja Munjal 
4. Dr. Sapna Sharma 
5. Dr. Shweta Thakur 
6. Mr. Manu Mahajan 
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Purchase Committee
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Agenda: Purchase of LCD and projector screens

Date: 23/02/2023

A purchase committee meeting was conducted in the staff room to discuss the purchase of an LCD and projector screens for classrooms. The meeting was chaired by the Officiating Principal, Dr. Sapna Sharma.

In the meeting Dr. Shweta Thakur informed the committee members about the need to buy a Liquid-Crystal Display (LCD) from the RUSA budget for displaying daily activities and updates of the college and projector screens for classrooms.

Further in the meeting, Mr. Bhopinder Kumar gave a detailed description about the hardware and software of the LCD. Lastly, it was decided by the committee members to buy one LCD and some projector screens for the college.

Committee members present:

1. Dr. Sapna Sharma (Officiating Principal) ✓
2. Dr. Shweta Thakur *Shweta*
3. Mr. Nishant Sharma *Nishant*
4. Mr. Mohit Kumar *Mohit*
5. Mr. Salil Sood *Salil*
6. Mr. Bhopinder Kumar *Bhopinder*



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Purchase Committee Minutes of the Meeting

Agenda: College renovation and construction

Date: 06/04/2023

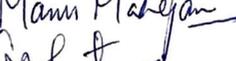
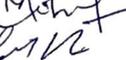
A purchase committee meeting was organised in the Principal's Office, chaired by the Principal, Sr. (Prof.) Molly Abraham.

The agenda of the meeting was to inform the committee members about the renovation of the college and construction of new structures. The principal highlighted the following structures for renovation and new construction:

1. To paint the entire college.
2. To build new ramps for easy accessibility in buildings.
3. To repair roads of the college.
4. To make a road drainage system and connect it with the rainwater harvesting system.
5. To install snow guards on the roofs of the building.
6. To renovate the security check post and to make a toilet adjoining the check post.

A total of rupees 90 lakhs (approx.) was estimated for the renovation and construction process. Further, the committee members discussed and agreed about the need to construct a new toilet adjoining the Seminar Room of the college and to purchase ICT equipments such as projectors, smart boards, screens etc. from the next installment of the RUSA grant. Lastly, upgradation of the language lab was also emphasized in the meeting. All the committee members agreed upon the renovation and construction work necessary to provide better facilities to the students and other stakeholders of the college.

Committee members present:

1. Sr. (Prof.) Molly Abraham (Principal) 
2. Sr. Reena Kurian (Manager and Bursar) 
3. Dr. Sapna Sharma 
4. Dr. Shweta Thakur 
5. Mr. Suheel Gupta 
6. Mr. Manu Mahajan 
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Purchase Committee Minutes of the Meeting

Agenda: To purchase security cameras, display screen, computers, Braille sign boards for visually impaired, video-conferencing facility for financial lab and a projector and screen for language lab, upgradation of bandwidth.

Date: 19/05/2023

A purchase committee meeting was organised in the Principal's Office, chaired by the Principal, Sr. (Prof.) Molly Abraham.

In the meeting the committee members discussed about the need to buy more CCTV cameras to improve surveillance and security on the college campus.

Further, the committee members decided to purchase a display screen for showing daily activities and updates of the college. Mr. Salil and Mr. Bhopinder gave a detailed description about the hardware and software of the screen and made the other committee members aware about the total cost of the display screen. A quotation received from Satellite Computers and Electronics of Rs. 92,570/- was finalized by the members.

Also, the committee members had a discussion about the necessity to upgrade the old computers and to buy new computers in place of inoperative ones. Mr. Salil apprised the members about the use of college fund for the procurement of new computers.

Further in the meeting, Mr. Bhopinder briefed the members about bandwidth upgradation from 20 mbps to 100 mbps for better internet speed. Two quotations of Rs. 5,55,544/- and Rs. 5,31,000/- from BSNL, Shimla and Reliance Jio, Shimla were received. The decision about finalizing the quotation for bandwidth upgradation is yet to be taken.

The Principal of the college also informed the members about purchasing Braille sign boards for visually impaired people to assist them with directions to Principal's Office, reception, accounts office etc.

Lastly, Mr. Mohit made committee members familiar about buying video-conferencing facility for financial lab and a projector and screen for language lab from SIDBI grant. The agenda was unanimously approved by all the committee members.

Committee members present:

1. Sr. (Prof.) Molly Abraham (Principal)
2. Sr. Reena Kurian (Manager and Bursar)
3. Dr. Sapna Sharma
4. Dr. Shweta Thakur
5. Mr. Mohit Kumar
6. Mr. Salil Sood
7. Mr. Bhopinder Sharma

mollym

Sr. Reena

Dr. Shweta
Mr. Mohit
Mr. Salil
Mr. Bhopinder