



PONJESLY COLLEGE OF ENGINEERING

(A Christian Minority Institution, Approved by All India Council for Technical Education, New Delhi,
Permanently Affiliated to Anna University, Chennai and Recognized
by University Grants Commission under section 2(f) & 12(B), Act 1956)

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PURCHASE POLICY	Policy No. :PJCEPL19
	Issue No. :02
	Date : 13-07-2022
Frequency/Next Revision	5 years / Academic Year: 2027-2028

Objectives:

It is the responsibility of the finance committee to frame the policies and guidelines for purchase and to monitor the same. Departments are expected to co-operate by providing all information necessary to calculate such accounts accurately.

General guidelines:

Each academic and administrative departmental head is expected to monitor expenditure of the department in conformity with the budget.

Financial planning and control require that the college operates with a balanced budget that is Placed realistically and administered carefully.

Purchase policy and procedure:

Any expenditure of the college must be prudent and directly benefits the college. The college Assumes no liability for the payment of purchases which are not made in accordance with the Approved purchasing procedures.

The following items do not require a purchase order. Charges may be paid directly from the Invoices received. Typically the items below are subjected to contract or agreement.

- i) Stationary purchase
- ii) Bank fees
- iii) Benefit services (Health insurance etc.)
- iv) Audit fees
- v) Postage
- vi) Services under a contract (facility services, food service, consultancy etc.)
- vii) Travel expenses (including Rail, Air tickets, lodging, meals)



- viii) Utilities (Electric bills, Telephone bills, Cable, cleaning etc.)
- ix) Library books and journals
- x) Cheap store

A purchase order if required must be completed prior to order goods or services

General Procedure:

- a. At the beginning of each fiscal academic year, administrative departments are requested to submit the plan and list of items to the Purchase Committee.
- b. In the meeting of purchase committee the members justify the demands and prepare a list of items to be purchased in consultation with the Finance committee along with the Principal.
- c. Stationary goods are purchased under the supervision of the Purchase committee directly from the wholesalers. No purchase order is needed in that case.
- d. Quotations are invited for the required materials. Notices inviting quotations may be displayed.
- e. At least three quotations are collected and the purchase committee justifies the feasibility of the quotations to assure the quality services and they deserve the right to cancel a quotation if it seems not feasible to the members.
- f. The purchase committee issues the work order to the agency for providing the lowest feasible bid.

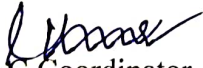

Maintenance and Repairs:

Ponjesly College of Engineering provides a standard level of basic services and performs preventive maintenance and repair of all academic and administrative buildings and equipments on campus through Purchase committee in consultation with the Building committee and other committees.

The Purchase policy provides the following maintenance services according to the demands of different academic and administrative departments through some external agencies:

- Carpentry services
- Electrician Service
- Plumbing services
- Ground services for landscaping and gardening
- Pest control.



Verified by	Approved by
 IQAC Coordinator	 Principal PRINCIPAL

IQAC Coordinator,
 Ponjesly College of Engineering,
 Nagercoil-629 003.

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