



XAVIER INSTITUTE OF ENGINEERING

(Approved by AICTE, Accredited with "A+" by NAAC, Affiliated to Mumbai University,
Recognized by DTE, Govt. of Maharashtra)

EXTC, IT branches are NBA Accredited

Mahim Causeway, Mahim, Mumbai - 400 016 • Phone : +91 7249371505 / +91 9920407274

Email ID : office@xavier.ac.in • Website : www.xavier.ac.in

Date: 15-07-2024

Purchase Committee

(Academic Year 2024-25)

As per the UGC Guidelines, Purchase Committee has been constituted with following members. Hope all will work together, conduct meeting and give your recommendations to the undersigned/the management for all the requirements.

Constitution of Purchase Committee:

- Prof. Vijay Kapure (Dean of Finance)
- Mr. Prakash Salian (Chief Accountant Officer)
- Dr. Vidya Sarode
- Prof. Chayya Narvekar
- Prof. Sushma Khanvilkar

Ex. Officio Members:

- The Director
- The Principal

Objective of Purchase Committee are as follows:

- To Ensure that equipment/ accessories are procured/purchased by following standard procedure for all major & minor purchases of the institution.
- To invite quotations for equipments/items to be purchased.
- To provide support to the departmental HoDs/Lab In-charge/Faculty members for procurement of goods/ services in an efficient, and economic manner.
- To facilitate the management/Accounts department while requesting to allocate the required fund.

(Dr. Y.D. Venkatesh)

Principal