



Raosaheb Wangde Master Charitable Trust's

DNYANSHREE

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Date: 10th September 2025

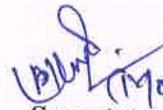
NOTICE

All members of the Purchase Cell are hereby informed that a meeting will be held on 11th September 2025 at 12:15 pm. The meeting will be held at the Principal Office.

Agenda:

1. Welcome and Introduction of Purchase Cell
2. Constitution of Purchase Cell for the Academic Year 2025-26.
3. Discussion on the purchase process.
4. Discussion on purchase for the Degree program
5. Discussion on purchase for the Diploma program
6. Any other issues with the kind permission of the chairperson.




(B.S. Nale)
Secretary,
Purchase Cell,
DIET, Satara



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Purchase Cell: Minutes of Meeting

Purchase Cell (Meeting No.01)

Date: 11/09/2025, Thursday

Time: 12:15 pm

Venue: Principal Office

Mr. Nale B.S., Member-Secretary of **Purchase Cell**, welcomed all members & started with the agenda

Agenda Item No. 1: Welcome and Introduction of Purchase Cell for the Academic Year 2025–26

The meeting commenced with a warm welcome by the Chairperson, Dr. Ajay D. Jadhav, who welcomed all members of the Purchase Cell. He briefed the members about the objectives, scope, and role of the Purchase Cell and emphasized its importance in ensuring a systematic, transparent, and efficient procurement process for the institution.

Agenda Item No. 2: Constitution of Purchase Cell for the Academic Year 2025–26

The constitution of the Purchase Cell for the Academic Year 2025–26 was placed before the members. The roles and responsibilities of each member were explained in detail. After discussion, the constitution of the Purchase Cell was unanimously approved by all members present.

Agenda Item No. 3: Discussion on the Purchase Process

The Chairperson reviewed the standard purchase procedure, including:

- Submission of requisition by departments
- Approval from competent authority
- Vendor selection
- Preparation of comparative statements



- Final approval and procurement

Special emphasis was laid on:

- Transparency in procurement
- Cost-effectiveness
- Quality assurance
- Maintaining proper documentation for audit and compliance

It was decided that all purchases must strictly follow the approved purchase procedure and records should be properly maintained.

Agenda Item No. 4: Discussion on Purchase for the Degree Program

The purchase requirements of various departments under the Degree Programs were discussed. Members decided that:

- Respective Heads of Departments (HODs) shall prepare and submit a consolidated list of required items.
- Priority will be given to essential equipment, laboratory requirements, and infrastructure upgrades.
- The Purchase Cell will process the requirements after scrutiny and approval.

Agenda Item No. 5: Discussion on Purchase for the Diploma Program

The requirements related to Diploma Programs were deliberated. It was resolved that:

- Departments shall submit their requirements along with proper justification and vendor quotations.
- The Purchase Cell will evaluate the proposals based on urgency, necessity, and budget allocation.

Agenda Item No. 6: Any Other Issues with the Permission of the Chairperson

With the permission of the Chairperson, the following points were discussed:

- Members suggested streamlining vendor empanelment to facilitate faster procurement.
- It was proposed to prepare an annual procurement plan to avoid last-minute purchases.
- The Chairperson instructed all departments to submit their purchase requirements within the stipulated timeline.



Resolutions / Action Points

1. The Purchase Cell for Academic Year 2025–26 is formally constituted and approved.
2. All departments shall submit consolidated purchase requirements within one week.
3. The comparative statement and vendor selection process shall be strictly followed for all purchases.
4. An Annual Procurement Plan shall be prepared and presented in the next meeting.

The meeting concluded with a vote of thanks to the Chair.

The following members attended the meeting.

Coordinators:

1. Prof. Shashikant S. Chougule *Ab*
2. Prof. Pooja M. Pondkule *Pondkule*
3. Prof. Dr. Sameer U. Bagwan *SB*
4. Prof. Suhas M. Patil *mp*
5. Prof. Vijay J. Khot *Ab*
6. Prof. Sandeep M. Huddedar *SMH*
7. Prof. Jaywant B. Jagtap *JB*
8. Prof. Neha M. Mohite *Nmohite*

B.S.N.
(*Mr. Balasaheb S. Nale*)
Secretary
Purchase Cell
DIET, Satara



Ab Jadhav
Chairman
Purchase Cell
DIET, Satara