



Raosaheb Wangde Master Charitable Trust's

DNYANSHREE

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Date: 10th October 2025

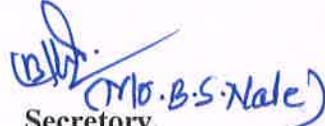
NOTICE

All members of the Purchase Cell are hereby informed that a meeting will be held on 13th October 2025 at 01:30 pm. The meeting will be held at the Principal Office.

Agenda:

1. Welcome and Confirmation of Minutes of Previous Meeting.
2. Review of Purchase Requirements Received from Departments.
3. Discussion on Budget Allocation and Financial Compliance
4. Vendor Selection and Approval Process
5. Timeline for Procurement and Delivery.
6. Any Other issue with the Permission of the Chair




Secretary,
Purchase Cell,
DIET, Satara



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Purchase Cell: Minutes of Meeting

Purchase Cell (Meeting No.02)

Date: 13/10/2025, Monday

Time: 01:30 pm

Venue: Principal Office

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

Agenda Item 1: Welcome and Confirmation of Minutes of Previous Meeting

The meeting commenced with a warm welcome by the Chairperson. The minutes of the previous Purchase Cell meeting were read aloud and discussed in detail. After due discussions, the minutes were confirmed unanimously without any modifications.

Agenda Item 2: Review of Purchase Requirements Received from Departments

The Purchase Cell reviewed the purchase requirements received from various academic departments through laboratory development cell for the current academic year. Each proposal was examined with respect to academic relevance, laboratory requirements, student strength, and alignment with curriculum delivery. The committee resolved that only essential and justified purchases be processed further as per institutional norms.

Agenda Item 3: Discussion on Budget Allocation and Financial Compliance

The committee discussed the available budget provisions and financial allocations for departmental purchases. It was resolved that all procurements shall strictly adhere to approved budget limits, institutional financial rules, and applicable government procurement guidelines. The committee emphasized maintaining financial discipline, transparency, and audit readiness in all purchase transactions.

Agenda Item 4: Vendor Selection and Approval Process

The Purchase Cell considered on the vendor selection mechanism and approval process. It was resolved that vendor selection shall be carried out through quotation/comparative statement, as



applicable, ensuring fair competition, quality assurance, and value for money. All supporting documents shall be maintained systematically for further process.

Agenda Item 5: Timeline for Procurement and Delivery

The committee finalized the tentative timelines for procurement, supply, and installation of approved items. It was resolved that departments shall be informed well in advance and vendors shall be instructed to adhere strictly to the approved delivery schedules to avoid academic disruption.

Agenda Item 6: Any Other Issue with the Permission of the Chair

No additional issues were raised by the members. The Chairperson appreciated the cooperation of all members and emphasized the importance of timely procurement and proper documentation.

Conclusion

The meeting concluded with a vote of thanks to the Chairperson and all members for their active participation and constructive suggestions.

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 *SA*
4. Prof. Suhas M. Patil *my/ro*
5. Prof. Vijay J. Khot *Ab*
6. Prof. Sandeep M. Huddedar *CM*
7. Prof. Jaywant B. Jagtap *JB*
8. Prof. Neha M. Mohite *Nmohite*

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



AD Jashare
Chairman
Purchase Cell
DIET, Satara