



Raosahab Wangde Master Charitable Trust's

# **DNYANSHREE**

## **INSTITUTE OF ENGINEERING AND TECHNOLOGY**

Date: 27<sup>th</sup> November 2025

### **NOTICE**

All members of the Purchase Cell are hereby informed that a meeting will be held on 28<sup>th</sup> November 2025 at 01:30 pm. The meeting will be held at the Principal Office.

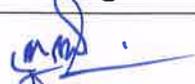
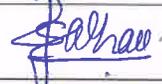
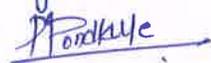
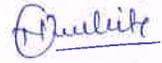
#### **Agenda:**

1. Welcome and Confirmation of Minutes of Previous Meeting.
2. Review of Status of Approvals Purchases
3. Review of departmental laboratory purchase
4. Review on purchase of books for library
5. Any Other Issue with the Permission of the Chair



*(Signature)*  
(Mr. Nale B-S)

**Secretary,  
Purchase Cell,  
DIET, Satara**

Sr. No.	Name	Sign
1.	Mr. Balasaheb S. Nale	
2.	Mrs. P. P. Jadhav	
3.	P. M. Pondekute	
4.	Dr. S. V. Begum	
5.	S. M. Pabli	
6.	S. M. Huddedar	
7.	V. B. Dixit	
8.	Ms. Mohite N. M.	
9.	J. B. Jaytap	





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# **DNYANSHREE**

## **INSTITUTE OF ENGINEERING AND TECHNOLOGY**

### **Purchase Cell: Minutes of Meeting**

Purchase Cell (Meeting No.03)

Date: 28/11/2025, Friday

Time: 01:30 pm

Venue: Principal Office

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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 welcome address by the Chairperson. The minutes of the previous Purchase Cell meeting were placed before the members. After detailed discussion, the minutes were confirmed unanimously and approved for further action.

#### **Agenda Item 2: Review of Status of Approved Purchases**

The Purchase Cell reviewed the status of purchases approved in earlier meetings. The committee noted the progress of procurement actions such as issue of purchase orders, quotations received, and deliveries in process. Members were instructed to ensure timely completion of pending purchases in accordance with approved specifications and institutional procurement norms.

#### **Agenda Item 3: Review of departmental laboratory Purchases**

The committee reviewed proposals and status of departmental laboratory purchases received from various departments. The relevance of equipment's and consumable materials was assessed with respect to curriculum requirements, student intake, and academic enrichment. The committee resolved that departmental laboratory purchases shall be carried out strictly as per approved lists and budget provisions.



#### **Agenda Item 4: Review on Purchase of Books for Central Library**

The Librarian presented details regarding the purchase of books for the Central Library. The Purchase Cell reviewed the proposed titles, number of copies, publishers, and estimated costs. The committee emphasized that book purchases should support outcome-based education, research, competitive examinations, and accreditation requirements. The proposals were approved subject to availability of budget and completion of due purchase procedures.

#### **Agenda Item 5: Any Other Issue with the Permission of the Chair**

With the permission of the Chair, general issues related to documentation and record maintenance were discussed. The committee reiterated that all purchase-related records such as indents, approvals, invoices, stock registers, and bills must be systematically maintained.

#### **Conclusion**

The Chairperson appreciated the cooperation and active participation of all members. The meeting concluded with a vote of thanks to the Chair and committee members.

Coordinators:

1. Prof. Shashikant S. Chougule

2. Prof. Pooja M. Pondkule

3. Prof. Dr. Sameer U. Bagwan

4. Prof. Suhas M. Patil

5. Prof. Vijay J. Khot

6. Prof. Sandeep M. Huddedar

7. Prof. Jaywant B. Jagtap

8. Prof. Neha M. Mohite

  
Secretary  
Purchase Cell  
DIET, Satara



  
Chairman  
Purchase Cell  
DIET, Satara