



Raosaheb Wangde Master Charitable Trust's

DNYANSHREE

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Date: 09th January 2026

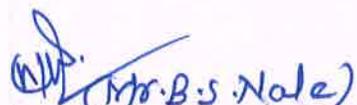
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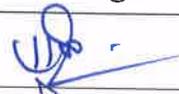
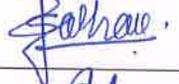
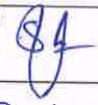
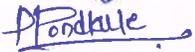
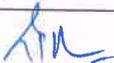
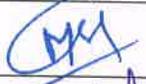
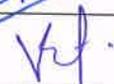
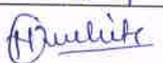
All members of the Purchase Cell are hereby informed that a meeting will be held on 12th January 2026 at 02:30 pm. The meeting will be held at the Principal Office.

Agenda:

1. Welcome and Confirmation of Minutes of Previous Meeting.
2. Verification of Delivered Laboratory Equipment and Consumables
3. Review of Stock Entry and Asset Register Updates
4. Review on purchase of books for library
5. Any Other Issue with the Permission of the Chair




Secretary,
Purchase Cell,
DIET, Satara

Sr. No.	Name	Sign
1.	Mr. B.S. Nale	
2.	Mrs. P. P. Jadhav	
3.	Dr. S. V. B. Jyom	
4.	P. M. Pondkule	
5.	Dr. P. S. Pahil	
6.	S. M. Huddedar	
7.	V. B. Dixit	
8.	Ms. Mohite N. M.	
9.	J. B. Jyotp	





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Purchase Cell: Minutes of Meeting

Purchase Cell (Meeting No.04)

Date: 12/01/2026, Monday

Time: 02:30 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 was initiated with a welcome address by the Chairperson. The minutes of the previous Purchase Cell meeting were presented before the members. After discussion, the minutes were confirmed unanimously and approved for implementation.

Agenda Item 2: Verification of Delivered Laboratory Equipment and Consumables

The committee reviewed the status of laboratory equipment and consumables received as per approved purchase orders. Verification was carried out with respect to specifications, quantity, quality, and functionality. The committee noted that the received items were found satisfactory and in accordance with institutional requirements. It was resolved to ensure proper installation and utilization for academic and laboratory activities.

Agenda Item 3: Review of Stock Entry and Asset Register Updates

The Purchase Cell reviewed the entries made in the stock registers, dead stock registers, and asset registers. The committee emphasized that all purchased items must be promptly recorded with unique identification numbers to maintain accountability, traceability, and audit readiness as per NAAC and Internal Audit norms.



Agenda Item 4: Review on Purchase of Books for Library

The committee reviewed the purchase of books for the Central Library. Details regarding accession, invoices, and cataloguing were examined. The committee observed that the purchased books support curriculum requirements, outcome-based education, research activities, and accreditation standards. The process was found to be compliant with approved procedures and budget provisions.

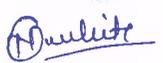
Agenda Item 5: Any Other Issue with the Permission of the Chair

With the permission of the Chair, general issues related to documentation, record maintenance, and timely completion of procurement processes were discussed. The committee reiterated the need for maintaining complete and systematic purchase files for NAAC, IQAC, and Internal Audit purposes.

Conclusion

The Chairperson appreciated the coordinated efforts of all members in ensuring transparent and compliant procurement practices. The meeting concluded with a vote of thanks to the Chair and all committee members.

Coordinators:

1. Prof. Prajakta P. Jadhav - 
2. Prof. Pooja M. Pondkule 
3. Prof. Dr. Sameer U. Bagwan 
4. Prof. Pravin S. Patil 
5. Prof. Vishal B. Dixit 
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