PURCHASE COMMITTEE

Purpose: To facilitate the purchase of equipment through the exchange of best practices among its committee members, faculty, staff, equipment manufacturers, suppliers and maintenance contract agencies.

Scope: This SOP applies to the constitution of the purchase committee, roles and responsibilities of members of the purchase committee and maintenance of all activities and documents. Applicable to all Kinesiotherapy and electrotherapy Equipments for the Clinical and academic departments of the institute.

Procedure:

Purchasing New Equipments:

1. Requirement of the equipments will be collected from faculty members.
2. List of vendors gathered
3. Quotations acquired from various vendors.
4. Comparison chart prepared from quotations.
5. Meeting with vendors along with purchase office and Principal
6. Order placed.
7. Delivery of equipments followed by demonstration and testing

Responsibility:

- Dr Anjali Puntambekar (PT) (Faculty)
- Dr Supriya Dhumale (PT) (Faculty)
- Mrs Supriya Ghadi (Non-teaching staff)

Principal: Dr. Shweta Manwadkar (PT)