



# GOVERNMENT DEGREE COLLEGE FOR WOMEN BEGUMPET, HYDERABAD – 500 016

(Autonomous Affiliated to Osmania University)

Accredited with 'B+' Grade by NAAC

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## PURCHASE AND MAINTENANCE POLICY

1. Purchase Committee is constituted with Principal as Chairperson, Vice Principal as Coordinator, Administrative Officer as Member, One Senior faculty from Science/Arts/Commerce as members.
2. All the purchases to be routed through Purchase Committee.
3. Asset Register to be maintained in the prescribed proforma issued in the Finance Code.
4. Annual Stock Verification Committee to inspect/Audit and submit reports every year before 31<sup>st</sup> March.
5. Administrative Officer to propose Action on the stock Audit Reports for suitable Action
6. condemnation of Library books, irreparable material of e-waste are disposed off through agencies ITC/MSTC on approach of Governing Body.
7. Minor repair Committee to meet once in 2 months to assess the requirements for minimum facilities like Safe drinking water, Running water in washrooms, Maintenance of grounds, Tube lights, Fans, Blackboard requirements in the classroom.
8. College Planning Development Council (CPDC) to meet once in a year and assess the infrastructure need to be build in coming Academic Year. College Planning Development Council (CPDC) consists of President, 3 Members, Administrative Officer, Educationalist, Philanthropist, Industrialist, Alumni, Social worker, Engineer TSEWIDC and parent of a Student.

9. New Procurement of Consumables & Non Consumables to be properly entered in the stock registers in the prescribed proforma

<b>Policy Title</b>	Purchase and Maintenance Policy
Ratified by College Planning and Development Council	July 2021
Policy due for review	July 2023

  
**PRINCIPAL**  
Govt. Degree College for Women  
Begumpet, Hyderabad