



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in
Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

PURCHASE AND PROCUREMENT POLICY

1. INTRODUCTION

1.1 Background

Sree Sakthi Engineering College (SSEC) is committed to providing high-quality engineering education by maintaining modern academic infrastructure, advanced laboratories, digital learning facilities, research support systems, and student-centric amenities. Effective procurement plays a vital role in achieving these objectives by ensuring that goods, services, equipment, and infrastructure are acquired in a timely, transparent, and cost-effective manner. The Institution recognizes procurement as a strategic management function that directly contributes to academic excellence, operational efficiency, financial accountability, and long-term institutional sustainability. A structured procurement system enables the Institution to optimize the use of financial resources while ensuring compliance with statutory requirements and quality standards.

This Procurement & Purchase Policy establishes a standardized framework for planning, approving, procuring, receiving, maintaining, and monitoring all institutional purchases. It promotes consistency across departments, minimizes procurement risks, enhances transparency, and supports the Institution's vision of continuous improvement. The policy has been developed considering the operational needs of a self-financing engineering college and aligns with the expectations of AICTE, Anna University, NBA, NAAC, and ISO 9001:2015 quality management principles.

1.2 Purpose

The purpose of this policy is to establish a transparent, accountable, and systematic procurement framework that supports the academic, research, administrative, and infrastructural requirements of Sree Sakthi Engineering College.

Specifically, the policy aims to:

- ✚ Ensure timely procurement of goods, works, and services required for institutional activities.
- ✚ Promote transparency, fairness, and accountability in all procurement decisions.
- ✚ Obtain quality products and services at competitive and reasonable prices.
- ✚ Ensure optimum utilization of institutional financial resources.
- ✚ Standardize procurement procedures across all departments.
- ✚ Support academic excellence through uninterrupted availability of laboratory equipment, teaching aids, ICT infrastructure, and learning resources.
- ✚ Strengthen vendor relationships while encouraging healthy competition.
- ✚ Maintain complete documentation for internal and external audits.



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- ✚ Support sustainable and environmentally responsible procurement practices.
- ✚ Minimize procurement-related risks and delays.

1.3 Scope

This policy applies to all procurement activities undertaken by Sree Sakthi Engineering College, irrespective of the source of funding.

The policy is applicable to:

Academic Departments

- ✚ Artificial Intelligence & Data Science
- ✚ Computer Science & Engineering
- ✚ Information Technology
- ✚ Electronics & Communication Engineering
- ✚ Electrical & Electronics Engineering
- ✚ Mechanical Engineering
- ✚ Civil Engineering
- ✚ Science & Humanities

Administrative Units

- ✚ Administrative Office
- ✚ Purchase Section
- ✚ Accounts Section
- ✚ Internal Quality Assurance Cell (IQAC)
- ✚ Examination Cell
- ✚ Training & Placement Cell
- ✚ Research & Development Cell
- ✚ Innovation and Entrepreneurship Development Cell

Campus Support Services

- ✚ Central Library
- ✚ Computer Centre
- ✚ Central Workshop
- ✚ Hostels
- ✚ Transport Section
- ✚ Estate & Maintenance Cell
- ✚ Sports Facilities
- ✚ Cafeteria / Food Court
- ✚ Medical Centre



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Security Office

The policy covers procurement of:

-  Laboratory equipment and scientific instruments
-  Computers, servers, networking devices, and software
-  Furniture and office equipment
-  Books, journals, and digital learning resources
-  Chemicals, laboratory consumables, and workshop materials
-  Electrical and plumbing materials
-  Civil maintenance works
-  Annual Maintenance Contracts (AMCs)
-  Consultancy and professional services
-  Transport vehicles and spare parts
-  Sports equipment
-  Fire safety systems
-  CCTV and security systems
-  RO water treatment systems
-  Generator and UPS systems
-  Renewable energy systems
-  Housekeeping materials and general consumables

1.4 Objectives

The objectives of this Procurement & Purchase Policy are to:

1. Establish a structured procurement process across the Institution.
2. Ensure transparency and integrity in all procurement activities.
3. Promote value for money through efficient utilization of financial resources.
4. Procure goods and services that meet institutional quality standards.
5. Encourage fair and competitive participation of qualified suppliers.
6. Support timely execution of academic and administrative activities.
7. Strengthen inventory and asset management practices.
8. Promote environmentally sustainable procurement wherever feasible.
9. Maintain statutory compliance with applicable regulations and accreditation requirements.
10. Foster a culture of accountability and continuous improvement in procurement practices.

1.5 Policy Statement

Sree Sakthi Engineering College is committed to procuring goods, services, and works through a fair, transparent, competitive, and accountable process that ensures quality, value



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for money, and timely availability of resources. All procurement activities shall be undertaken in accordance with approved institutional procedures, supported by proper documentation, and subject to appropriate approvals.

The Institution shall strive to build long-term relationships with competent and ethical suppliers while maintaining equal opportunity for eligible vendors. Procurement decisions shall consider not only the purchase price but also product quality, reliability, after-sales service, warranty, life-cycle cost, and sustainability.

All members involved in procurement shall adhere to the principles of integrity, impartiality, confidentiality, and professional ethics.

1.6 Applicability

This policy shall be applicable to:

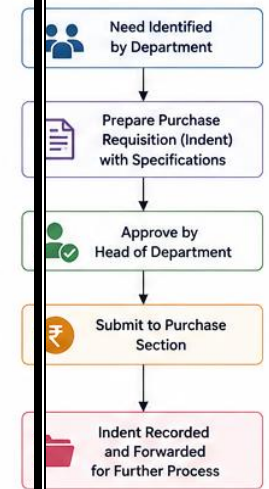
- ✦ All faculty members
- ✦ Administrative staff
- ✦ Heads of Departments
- ✦ Purchase Committee
- ✦ Purchase Officer
- ✦ Accounts Section
- ✦ Estate & Maintenance Cell
- ✦ Library
- ✦ Computer Centre
- ✦ Hostel Administration
- ✦ Transport Section
- ✦ Project Coordinators
- ✦ Research Investigators
- ✦ Any employee authorized to initiate or approve procurement



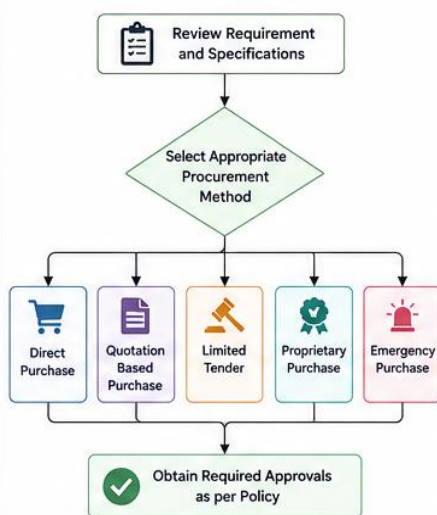
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1 PURCHASE REQUISITION (INDENT) FLOW



2 PROCUREMENT METHOD SELECTION FLOW



3 VENDOR SELECTION FLOW



4 PURCHASE ORDER ISSUANCE FLOW



5



6 PAYMENT PROCESS FLOW



7 INVENTORY & STOCK MANAGEMENT FLOW



8 ASSET MANAGEMENT FLOW



9 VENDOR PERFORMANCE



Note: These flow charts represent the high-level policy process. Detailed procedures are defined in the Procurement & Purchase SOP.

COIMBATORE



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PROCUREMENT PRINCIPLES

2.1 Procurement Philosophy

Sree Sakthi Engineering College is committed to a procurement system that supports academic excellence, research, and institutional development. All procurement activities shall be carried out in a transparent, fair, and cost-effective manner while ensuring quality, timely availability, and compliance with institutional policies.

2.2 Guiding Principles

The procurement process shall be based on the following principles:

- ✚ **Transparency:** All procurement activities shall be properly documented and approved.
- ✚ **Fair Competition:** Qualified suppliers shall be given equal opportunity to participate.
- ✚ **Value for Money:** Procurement decisions shall consider quality, price, warranty, service support, and life-cycle cost.
- ✚ **Quality Assurance:** Goods and services shall meet the required specifications and quality standards.
- ✚ **Accountability:** Every procurement activity shall have clearly defined responsibilities and approval authorities.
- ✚ **Ethical Practices:** Employees involved in procurement shall avoid conflicts of interest and maintain confidentiality.
- ✚ **Sustainability:** Preference shall be given to energy-efficient and environmentally friendly products wherever feasible.

2.3 Procurement Governance

The procurement function shall be administered by the Purchase Committee under the overall supervision of the Principal. All purchases shall be processed through the approved institutional procedures and within the sanctioned budget. Departments shall identify their requirements, while the Purchase Committee shall evaluate proposals and recommend procurement based on technical suitability, financial prudence, and institutional priorities.

2.4 Compliance

All procurement activities shall comply with:

- ✚ AICTE Guidelines
- ✚ Anna University Regulations
- ✚ NBA Accreditation Requirements
- ✚ NAAC Quality Standards



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- Applicable statutory and institutional financial policies

PROCUREMENT GOVERNANCE

3.1 Procurement Governance

Sree Sakthi Engineering College shall adopt a centralized procurement system to ensure transparency, accountability, standardization, and efficient utilization of institutional resources. Procurement activities shall be coordinated through the Purchase Committee under the overall supervision of the Principal and Management.

Departments shall identify their procurement requirements, while approvals shall be granted based on technical necessity, budget availability, and institutional priorities.

3.2 Procurement Authority

The overall responsibility for procurement shall rest with the Principal. The Purchase Committee shall evaluate procurement proposals and recommend suitable vendors. The Administrative Office and Accounts Section shall ensure compliance with institutional policies and budgetary provisions.

3.3 Purchase Committee

The Institution shall constitute a Purchase Committee to oversee all major procurement activities.

Composition

Designation	Role
Principal	Chairperson
Administrative Officer	Member
Purchase Officer	Member Secretary
Accounts Officer	Member
IQAC Coordinator	Member
Estate/Maintenance In-charge	Member
Concerned Head of Department	Member (as required)
System Administrator	Member (for ICT purchases)
Librarian	Member (for library purchases)

The Purchase Committee shall meet periodically or whenever significant procurement proposals require evaluation.



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3.4 Roles and Responsibilities

Principal

- ✚ Approves procurement proposals.
- ✚ Ensures compliance with institutional policies.
- ✚ Approves high-value and strategic purchases.

Purchase Committee

- ✚ Reviews departmental requirements.
- ✚ Evaluates quotations and vendor proposals.
- ✚ Recommends suitable suppliers.
- ✚ Ensures fairness and transparency.

Heads of Departments

- ✚ Identify departmental requirements.
- ✚ Prepare purchase indents with technical specifications.
- ✚ Verify receipt and functionality of purchased items.

Purchase Officer

- ✚ Coordinates procurement activities.
- ✚ Invites quotations.
- ✚ Prepares comparative statements.
- ✚ Issues purchase orders.
- ✚ Maintains procurement records.

Accounts Officer

- ✚ Verifies budget availability.
- ✚ Processes payments.
- ✚ Maintains financial records related to procurement.

Maintenance In-charge

- ✚ Recommends procurement of maintenance materials and services.
- ✚ Verifies technical requirements for infrastructure-related purchases.

3.5 Annual Procurement Planning

At the beginning of each academic year, every department shall submit its procurement requirements based on:



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- ✚ Curriculum requirements
- ✚ Laboratory development
- ✚ Student intake
- ✚ Research activities
- ✚ Maintenance requirements
- ✚ Infrastructure improvements
- ✚ Accreditation requirements

The Purchase Committee shall consolidate the departmental requirements and prepare the Institutional Procurement Plan for approval by the Management.

3.6 Procurement Categories

For effective planning and monitoring, procurement shall be classified into the following categories:

- ✚ Academic Equipment
- ✚ Laboratory Consumables
- ✚ ICT Equipment and Software
- ✚ Library Resources
- ✚ Furniture and Fixtures
- ✚ Civil, Electrical, and Plumbing Materials
- ✚ Maintenance Materials
- ✚ Sports Equipment
- ✚ Transport and Vehicle Spares
- ✚ Safety and Security Equipment
- ✚ Housekeeping and General Consumables

3.7 Delegation of Approval Authority

Procurement approvals shall be based on the nature, value, and urgency of the purchase, as defined by the Institution's financial powers.

Level	Approval Authority
Department Requirement	Head of Department
Budget Verification	Accounts Officer
Procurement Review	Purchase Committee
Institutional Approval	Principal
Major Capital Purchases	Secretary & Correspondent / Management

The financial limits for each approval level shall be notified separately by the Management and reviewed periodically.



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3.8 Documentation

The following documents shall be maintained for all procurement activities:

- ✚ Purchase Indent
- ✚ Technical Specification
- ✚ Quotation File
- ✚ Comparative Statement
- ✚ Purchase Order
- ✚ Goods Receipt Note (GRN)
- ✚ Inspection Report
- ✚ Invoice
- ✚ Stock Register Entry
- ✚ Asset Register
- ✚ Payment Record

Proper documentation shall be retained as per the Institution's record retention policy and made available for internal and external audits.

PROCUREMENT PLANNING & METHODS

4.1 Procurement Planning

Procurement planning shall be carried out annually to ensure the timely availability of goods and services required for academic, administrative, research, and infrastructure activities. Each department shall submit its procurement requirements based on curriculum needs, laboratory development, maintenance requirements, and approved budgets.

The Purchase Committee shall consolidate departmental requirements and prepare the Annual Procurement Plan for approval by the Principal and Management.

4.2 Procurement Methods

The Institution shall adopt the following procurement methods based on the nature, value, and urgency of the requirement:

- ✚ **Direct Purchase:** For low-value items, emergency requirements, and proprietary products with proper approval.
- ✚ **Quotation-Based Purchase:** Procurement through a minimum of three quotations for routine purchases.
- ✚ **Limited Tender:** For high-value purchases requiring competitive bidding among selected vendors.



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- ✚ **Proprietary Purchase:** For specialized equipment or software available only from a single manufacturer or authorized supplier.
- ✚ **Emergency Purchase:** For urgent requirements necessary to ensure continuity of academic or campus operations.

4.3 Technical Specifications

Departments initiating procurement shall prepare clear technical specifications to ensure that the goods or services meet the required quality, functionality, and institutional standards.

4.4 Procurement Documentation

The Purchase Section shall maintain the following records, as applicable:

- ✚ Purchase Requisition (Indent)
- ✚ Quotations / Tender Documents
- ✚ Comparative Statement
- ✚ Purchase Order
- ✚ Goods Receipt Note (GRN)
- ✚ Inspection Report
- ✚ Supplier Invoice
- ✚ Stock & Asset Register

VENDOR MANAGEMENT

5.1 Vendor Registration

The Institution shall maintain a list of approved vendors for the procurement of goods, works, and services. Vendors shall be selected based on their capability, quality of products, service support, pricing, delivery performance, and compliance with statutory requirements.

New vendors may be added based on institutional requirements after evaluation by the Purchase Committee.

5.2 Vendor Selection

Vendors shall be selected through a fair and transparent process. The Purchase Committee shall evaluate suppliers based on:

- ✚ Product quality
- ✚ Compliance with technical specifications
- ✚ Competitive pricing
- ✚ Delivery schedule



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- ✚ Warranty and after-sales service
- ✚ Vendor experience and reliability

Selection shall be based on the overall value offered to the Institution and not solely on the lowest price.

5.3 Vendor Performance Evaluation

The performance of vendors shall be reviewed periodically based on:

- ✚ Quality of goods and services
- ✚ Timely delivery
- ✚ Responsiveness to complaints
- ✚ Warranty support
- ✚ Overall customer satisfaction

Vendors with consistently poor performance may be removed from the approved vendor list.

5.4 Ethical Business Practices

The Institution shall maintain professional and ethical relationships with all suppliers. Procurement decisions shall be free from personal influence, conflict of interest, or undue preference.

Employees involved in procurement shall not accept gifts, commissions, or other benefits from vendors.

PURCHASE PROCESS & APPROVAL

6.1 Purchase Process

All procurement shall be initiated through a Purchase Requisition (Indent) raised by the concerned department. The Purchase Committee shall review the requirement, verify budget availability, and recommend procurement through the approved method. Purchase Orders shall be issued only after obtaining the necessary approvals.

6.2 Approval Authority

Procurement approvals shall be based on the Institution's delegated financial powers.

Activity	Responsibility
Requirement Identification	Department
Indent Approval	Head of Department



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Budget Verification	Accounts Section
Procurement Review	Purchase Committee
Final Approval	Principal
Major Purchases	Secretary & Correspondent / Management

RECEIPT, INSPECTION & PAYMENT

7.1 Receipt and Inspection

All goods received shall be verified against the Purchase Order for quantity, specifications, quality, and physical condition. The concerned department shall inspect the materials before acceptance.

7.2 Stock Entry

Accepted items shall be entered in the Stock Register or Asset Register, as applicable, before being issued for use.

7.3 Payment

Payments shall be processed only after satisfactory receipt of goods, verification of supporting documents, and certification by the concerned department.

INVENTORY & ASSET MANAGEMENT

The Institution shall maintain proper records for all procured assets and consumables to ensure accountability and effective utilization.

The following records shall be maintained:

- ✚ Stock Register
- ✚ Asset Register
- ✚ Consumable Register
- ✚ Warranty & AMC Records
- ✚ Annual Physical Verification Report

Departments shall conduct periodic verification of assets and report any discrepancies to the Administrative Office.

COMPLIANCE, AUDIT & POLICY REVIEW



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All procurement activities shall comply with the applicable institutional policies and regulatory requirements. The Purchase Committee shall periodically review procurement practices to ensure transparency, efficiency, and continuous improvement.

The policy shall be reviewed once every **two years** or earlier, if required, based on changes in statutory requirements or institutional needs.

