HOLY CROSS COLLEGE (Autonomous)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Accredited with A^{++} Grade (CGPA 3.53 - V Cycle) by NAAC

ISO/QMS 9001:2015 & EOMS 21001:2018

Nagercoil - 629 004, Tamil Nadu, India.

PURCHASE POLICY

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Policy Statement

The institution shall follow fair, economical, need-based and environmentally responsible procurement practices for the purchase of goods, services and works required for academic and administrative purposes. The policy aims to ensure proper utilization of institutional resources through systematic purchase procedures and financial discipline.

Objectives

The objectives of the Purchase Policy are:

- To procure quality materials and services at reasonable cost.
- To ensure proper budgetary control and approval procedures.
- To maintain fairness in supplier selection.
- To support sustainable and eco-friendly purchasing practices.
- To strengthen purchase documentation and record maintenance.
- To ensure timely procurement and utilization of materials.

Scope

This policy applies to all departments, laboratories, offices, centres and units of the institution involved in procurement activities.

Institutional Commitments

The institution is committed to:

- Following approved procurement procedures for all purchases.
- Maintaining proper purchase and stock records.
- Encouraging procurement of durable, energy-efficient and eco-friendly products wherever feasible.
- Ensuring compliance with financial rules, statutory requirements and audit procedures.
- Avoiding conflicts of interest in procurement-related decisions.

Purchase Procedure / Implementation

Purchase Requirement

- Departments shall submit purchase requirements based on institutional need and budget availability.

Quotations and Approval

- Quotations shall be obtained as per institutional norms, normally with a minimum of three quotations for major purchases.
- Comparative statements shall be prepared for major purchases.
- Purchases shall be processed only after approval by the competent authority.

Purchase Order

- Purchase orders shall be issued after verification of specifications, quotations and approvals.

Receipt of Materials

- All received items shall be verified and recorded in the stock register with Goods Receipt Note.
- Departments shall confirm receipt and suitability of materials.

Supplier Evaluation

- Suppliers shall be reviewed periodically based on product quality, delivery and service performance.
- Suppliers providing unsatisfactory service may be removed from future procurement consideration.

Payment Procedure

- Payments shall be processed through the Accounts Section based on original bills and supporting documents.
- GST and other statutory requirements shall be followed wherever applicable.

Maintenance and Emergency Purchases

- Maintenance and repair works shall be carried out through approved service providers.
- Emergency purchases shall be properly justified and documented.

Special Note

- For major purchases, the concerned HoD, technical expert and finance representative shall compulsorily participate in the evaluation process.
- Cancellation, replacement or return of goods shall be processed through the Purchase Committee in consultation with suppliers.
- Official communications with suppliers are maintained through files, e-mail or phone.

- Departments organizing conferences/workshops shall submit utilization details for grants received.
- Routine refreshment expenses need not require Purchase Committee approval.

Sustainable Procurement Practices

The institution shall encourage environmentally responsible procurement practices by:

- Promoting digital communication and reducing paper usage in procurement procedures.
- Preferring recycled paper, eco-friendly stationery, biodegradable materials and energy-saving electrical appliances wherever feasible.
- Avoiding single-use plastic materials and encouraging proper disposal and recycling of e-waste.
- Giving preference to vendors who follow environmentally responsible practices, sustainable packaging methods and ethical standards.

Monitoring and Review

- The Purchase Committee shall periodically review procurement procedures, documentation practices and supplier performance for effective implementation of the policy.

Purchase Committee Structure

Patron: Secretary

Chairperson: Principal

Coordinator / Purchase Officer: Bursar / Office Superintendent

Members:

Vice Principal 1

Accountant / Finance Officer

Concerned HoD

Laboratory In-charge / Technical Expert

Store Keeper / Stock In-charge

Faculty Representative

Responsibilities

Chairperson:

- Supervise institutional purchase activities.

- Convene Purchase Committee meetings.
- Approve committee recommendations for further processing.

Coordinator / Purchase Officer:

- Coordinate procurement activities.
- Collect quotations and prepare comparative statements.
- Maintain communication with suppliers and departments.
- Monitor purchase records and delivery status.

Committee Members:

- Verify specifications and quotations.
- Assist in supplier evaluation and product selection.
- Participate in comparative analysis.

Accounts Officer / Accountant:

- Verify budget availability.
- Scrutinize bills and statutory compliance.
- Process payments and maintain financial records.

Concerned HoD / User Department:

- Submit purchase requirements with specifications.
- Verify received materials.
- Maintain departmental stock records.

Store Keeper / Stock In-charge:

- Maintain stock and purchase registers.
- Verify and record received items.
- Maintain Goods Receipt Note (GRN) records.