St. Edmund's College
(Affiliated to North Eastern Hill University, Shillong)
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956)
Laitumkhrah, Shillong - 793003, Meghalaya, India

E-mail: stedmundscollege@gmail.com Website: http://sec.edu.in

ST.EDMUND'S COLLEGE POLICY FOR PURCHASES

1. Library Books :
   (a) The HOD will consult teachers and some senior students to assess the Library needs of the department.
   (b) List of the required books will be sent to the Principal (Excel format) with details like : Title, Quantity, Price, Location (Central or Department).
   (c) The lists will be shared by the Principal with Executive Committee for approval.
   (d) Once approved the lists will be sent to the Librarian to place the order.
   (e) The purchased books will be given the Bar Code and dispatched to the Central Library or the Department, as the call may be.

2. Lab Equipment's:
   (a) The HOD will submit the lists of consumable and non-consumable items needed for the Laboratory.
   (b) Details that need to be furnished will be: The Items – Quantity – Price.
   (c) The lists will be shared by the Principal with Executive Committee for approval.
   (d) After the decision is taken by the Executive Committee, the HOD will be requested to go ahead with the order.
   (e) Items once received will be Registered in the Stock Book.

3. Department (Major requirements):
   (a) The HOD will list the department's major requirements (e.g. Computers, Printers, Furniture, etc.) and share them with the Principal.
   (b) Details that need to be furnished will be: The Items – Quantity – Price.
   (c) The Executive Committee will clear the requirements and arrange for the purchases either directly or through the HOD or through the Rector's office.

4. Department (Frequent Needs):
   (a) Frequent needs, of the Department, (e.g. Marker pens, Printer refills etc.) will be submitted in the prescribed indent and sent to the Rector's office.
   (b) If there has been no response within 2 days by the Rector's office the same may be brought to the attention of the Vice Principal.

5. External funding:

(a) The college will follow the prescribed and approved policy of the funding agencies for purchase of any instruments/equipment's/consumable's/hardware/software by constituting a purchase committee having an external member.

(b) All purchases are to be as per the General Finance Rules (GFR), 2017 with GST invoice and uploading the invoices in PFMS Portal through EAT module.

(Principal)

ST. EDMUND'S COLLEGE PRINCIPAL LAITUMKHRAH SHILLONG-3