St. Xavier's Catholic College of Engineering (Autonomous)

Chunkankadai, Nagercoil – 629003, Kanyakumari District, Tamilnadu

Purchase Committee Review Meeting – Attendance # 04

Date : 07/12/23
Time : 11.00 am
Venue : Board Room

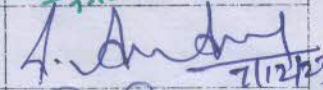| Sl.No	Name	Signature
1.	**Rev. Fr. Dr. M. Maria William** Correspondent	
2.	**Rev. Fr. M. Francis Xavier** Bursar	For Bursar
3.	**Mr. Vincent D.** Management Member	AB.
4.	**Mr. Arul Dhas V.M.** Management Member	
5.	**Dr. J. Maheswaran** Principal	7.12.23
6.	**Dr G. Antony Miraculas** HoD / MECH	7/12/23
7.	**Dr. S. Caroline** HoD/ ECE	7/12/23
8.	**Mr. P.T. Justin Thiraviyam** Office Superintendent	

St. Xavier's Catholic College of Engineering

(An Autonomous Institution)
Chunkankadai, Nagercoil – 629003.

AGENDA

- ✓ Review of the Minutes of Third Purchase Committee Meeting and Action Taken
- ✓ Purchases made so far after the Third meeting
- ✓ Ratification of Purchases
- ✓ Purchases / Maintenance planned for the EVEN semester 2023 - 2024
- ✓ Other matters

DISCUSSION

The fourth Autonomous Purchase Committee meeting was held in the Board room at 11.00 a.m. on 07/12/2023. Principal Dr.J.Maheswaran welcomed the members.

Agenda 1 - Review of the Minutes of Third Purchase Committee Meeting and Action Taken

Sl. No.	Minutes	Action Taken	Discussion
1a	Purchases planned for the ODD semester 2023 - 2024	Purchase of equipment planned by the department for the ODD semester were presented for approval	It was decided to purchase the equipment requested by the various departments
1b	Purchases made so far after the Second meeting	Purchases made after the Second meeting of various departments were presented	The committee recommended the purchase as it was already requested in the budget

Agenda 2 - Purchases made so far after the Third meeting
Department of Electrical and Electronics Engineering

Sl.No.	Description	Name of the lab	Purchase Amount (Rs.)	Maintenance Amount (Rs.)
1	UPS battery	UG Simulation Lab	72,880	-
2	Language lab software		1,80,068	-
3	Consumables	Power Electronics Lab	120	-
	SCR, IGBT, Chopper		-	10,820
	SRM power module, DSPIC trainer kit		-	13,393
4	Loading arrangement	Electrical Machines Lab	-	1500
TOTAL			**2,53,068**	**25,713**

Department of Master of Computer Applications

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
	Lenovo	-	-	Desktop		64,500 X 67

1	Desktop Computers			Computers		= 43,21,500
2	HP Laser Jet Printer, Projector, Ethernet switch, HDMI Cable, Power cable, Wall mount rack	-	-		MCA	97,975
	TOTAL					**44,19,475**

Department of Mechanical Engineering

Sl. No.	Equipment Purchase	Service & Maintenance	Description	Name of the Lab	Total Amount (Rs.)
1	Personal Computer	-	Windows, i5 Processor, 8 GB RAM	CAM Laboratory	(64,500 X 20) = **12,90,000**
2	Graphics Card	-	8 GB Graphics Card		(29,300 X 20) = **5,86,000**
	TOTAL				**18,76,000**

Department of Computer Science Engineering

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	-	-	UPS AMC			33,099
2	-	-	Air Conditioner Repair (partial wok over)	General maintenance	General maintenance	Not yet settled (15,200)
3	-	-	Access Points	Replacement	Department	31,800
4	-	-	Monitor & SMPS Repair	Maintenance	Department	8,650
5	-	-	HDMI Cables, Tools, Connectors	Maintenance	Department	5,130
	TOTAL					93,879

Department of Electronics and Communication Engineering

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	DLink, DLink Rack, DLink cable, DLink Connector	-	-	Upgradation of Project Lab	Project Lab	39,225
2	IOT Trainer kit	-	-	Embedded	Embedded	3,18,600

				Systems and IOT	Lab	
			TOTAL			**3,57,825**

Department of Information Technology

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	-	-	Monitor	Maintenance	IT lab	1500 X 18 = 27,000
			TOTAL			**27,000**

Department of Humanities & Sciences - Physics

Sl. No	Item	Supplier	Amount (Rs.)
1	Vernier Caliper		2040
2	Screw Gauge		2100
3	Reading Lens		850
4	Digital Stop Clock , Stop Clock (ordinary)		2500 + 4900 = 7400
5	Capillary tube		450
6	Beaker (250 ml) , (100 ml)		480 + 264 = 744
7	Newton's Ring , Newton's ring lens	Associated Laboratory	450 + 800 = 1250
8	Rubber cork		120
9	Electrical Heater		6480
10	Air wedge apparatus, Air wedge glass plate		2850 + 900 = 3750
11	Coconut oil		400
12	Sodium Vapour Lamp, Mercury Vapour lamp & wooden box set		10950 + 3200 = 14150
13	Spectrometer		20376
14	Rubber tube (8mm dia)		550
15	Steam boiler	Premier Chemicals & Instruments Co.,	3450
16	Numerical Aperture Kit		6800
17	Laser Grating		4600
18	Lycopodium slide		2400
19	Diode		2100
	TOTAL		**80,010**

Department of Humanities & Sciences - Chemistry

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	Solution, Acid, Gloves	-	-	Carry out lab experiments	Chemistry Lab	50,265
			TOTAL			**50,265**

Department of Humanities & Sciences - English

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	Portable amplified audio	-	-	WP225		15,000

					English Language	
	speakers (WP225) – 2 ns					
2	EP to phono cables with pins – 2ns	-	-	-		400
			TOTAL			**15,400**

Office of the Controller of Examinations

Purchase Details 2023-2024

Sl No.	Purchased	Amount (□)
1	Cartridge 12A	2,600
2	DVD, CD Marker	190
3	ILL 12Mbps	13,200
4	Mobile Prepaid	1,499
5	GS Register	10,275
6	Practical cover	21,000
7	Practical answer booklet	84,075
8	Xstream Protection Bundle 1Yr	6,962
9	Internet Subscription	42,000
10	Enova Software	3,11,662
	Total	**4,93,463**

Training and Placement Cell

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	Computer with monitor, UPS	-	-	Hands-on projects training		51,400
2	Wi – Fi Access point	-	-	Dlink DAP-2680 Dual band access point	Placement and Training cell	36,300
3	Portable amplified audio speakers	-	-	BJA 550 -1		11,000
4	Microphones, Mike stand	-	-	-		6400
			TOTAL			**1,05,100**

Library

Items Purchased	Amount (Rs.)
Library books	97439
Library Equipment (3 Computers, 100 chairs)	147600
Library Journals	162570
TOTAL	**407609/-**

College Office

Sl. No.	Item Purchase	Consumable Item	Service & Maintenance	Description	Amount (Rs.)
1	Stationery	-	-	Stationery	3,57,095
		TOTAL			3,57,095

Exam Cell

Items Purchased	Amount (Rs.)
Internal Answer booklet (70,126 X Rs.5.68)	3,98,315
Additional sheets (2,94,000 X 0.54)	1,53,360
Drawing sheet (3 sheet) (917 sheets)	8,711
Drawing sheet (5 sheet) (460 sheets)	6,900
TOTAL	5,67,286

Total Amount Spent for Purchase and Maintenance – Rs.1,33,64,510 (ODD Semester)

Agenda 3 - Ratification of Purchases

Sl. No.	Equipment Purchase	Description	Name of the Lab	Amount (Rs.)
1	Unity Academic Alliance (UAA) License Software	COE – AR /VR	AR/VR – AI & DS Lab	6,91,452
2	Equipment (COE)	COE / E vehicle	Electric Vehicle Lab	12,75,388
	TOTAL			19,66,840

The above mentioned items were not requested for purchase initially during the ODD semester 2023 – 2024. Due to the establishment of COE, the above purchases were made. The committee members recommended the purchase of above items for the establishment of Center of Excellence.

Total Amount Spent for Purchase and Maintenance (including ratification for COE) – Rs.153,31,350 (ODD Semester)

Agenda 4 - Purchases/ Maintenance planned for the Even Semester of 2023 – 2024

Civil Engineering

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Name of the Lab	Amount (Rs.)
1		Cement (3bag) Super Plasticizers (1 lit) Viscosity Modifying Agent (1 lit) Nut and Bolt Kerosene (3 lit) Petrol (3 lit) Washing Powder Soap	-	Concrete and Highway Engineering Lab	10,868

		Consumable Item	Service & Maintenance		Name of the Lab	Amount (Rs.)
		Towel Measuring Jar				
2	Universal Testing Machine	-	-		Strength of Materials Lab	8,00,000
3			Torsion Testing Machine			5,000
TOTAL						**8,15,868**

Master of Business Applications

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	Desktop Computer	-	-	Lenovo M70t/i5 12th Gen/8GB RAM/512 GB SSD/19.5" Monitor/Keybord Mouse.	MBA Lab	1,87,000
2	WiFi	-	-	Wi-Fi D-Link DAP-2680		
3	PoE Ethernet switch	-	-	D-Link DGS-1210-10p		
TOTAL						**1,87,000**

Computer Science Engineering

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	Jupyter Hub Server	-	-	Research & Regular Labs	Research & Regular Lab	1,50,000
2	-	-	UPS AMC	General Maintenance	General Maintenance	33,099
3	-	-	UPS Battery	Maintenance		1,80,000
4	-	-	Air Conditioner Repair	Repair		20,000
5	-	-	Monitor, SMPS &Miscellaneous	Maintenance	Department Maintenance	15,000
TOTAL						**3,98,099**

Information Technology

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	Higher end Computing GPU system	-	-	-	IT lab	4,00,000
TOTAL						**4,00,000**

Master of Computer Applications

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	IOT Embedded Trainer Kit	-	-	Desktop Computers	MCA	16,500 X 10 = 1,65,000
			TOTAL			**1,65,000**

Electronics and Communication Engineering

Sl. No.	Equipment Purchase	Consumable Item	Service & Maintenance	Description	Name of the Lab	Amount (Rs.)
1	Desktop Computer (15 nos.)	-	-	Lenovo i5 ,12th gen 8GB RAM 512GB SSD Intel i5 with 8GB RAM 1TB HDD, 18.5'' LED Monitor, Key board, Mouse	VLSI , Project Lab	8,65,000
2	CRO (5 nos.)	-	-	60MHz	Electronics , LIC Lab	1,50,000
3	-	-	CRO	Channel issue	LIC Lab	30,000
4	-	-	IC Trainer	Short circuit issue		
			TOTAL			**10,45,000**

Office of the Controller of Examinations

	Purchased Order Given	
1	A4 Size Paper	56,000
2	Multi-Purpose Label	8,673
3	Natraj Ball Pen	750
4	Ball Pen	500
5	Question cover	23,750
6	Valuation cover	63,400
	Total	**1,53,073**

	Purchase Request Sanctioned	
1	Theory Answer Booklet	21,00,000
2	Graphics Answer Booklet	70,000
3	UG and PG Grade Sheet (for R-2022, R-2021)	4,10,000
4	UG Consolidated Grade Sheet (R-2022, R-2021)	1,88,000
5	PG Consolidated Grade Sheet (R-2022, R-2021)	75,000
6	Ph.D Grade Sheet	7,500
7	Practical Answer Booklet	3,36,000
	Total	**31,86,500**

College Office

Sl. No.	Item Purchase	Consumable Item	Service & Maintenance	Description	Amount (Rs.)
1	Calendar (2750 X Rs.40)	-	-	-	1,10,000
2	Diary (3750 X Rs.120)	-	-	-	4,50,000
	TOTAL				5,60,000

Library

Items Purchased	Amount (Rs.)
Library books	2,00,000
Library Journals (eJournal subscription)	15,00,000
TOTAL	17,00,000

Total Amount: Rs. 86,10,540

Agenda 5 - Other matters

- As discussed in the previous meetings, in order to check the performance of computers, one set of Dell computers were purchased for AI and one set of Lenova computers for MCA department.
- The meeting is planned to be conducted after one month from the start of each semester so that all department get alert and purchase things earlier.
- Scrap policy is formulated.
- It was decided to get purchase request from all departments within 15 days.
- The things not ratified in this meeting could be ratified in the next meeting.

Rev.Fr. Dr.M. Maria William	**Rev.Fr.M.Francis Xavier**	**Dr.J.Maheswaran**
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Management member	Management member	Office Superintendent
Dr.G.Antony Miraculas	**Dr.S.Caroline**	
HoD/ Mechanical	HoD/ ECE	