BMS COLLEGE OF ENGINEERING, BENGALURU-560 019
Autonomous Institute, Affiliated to VTU

No. BMS/PPL/2025-26

Date: 09.10.2026

CIRCULAR

Sub: Reg. Re-Constitution of College Procurement Committee (CPC)
Ref: Office Order No. PPL/BMSCE/2024 dated: 05.07.2024

The College Procurement Committee is re-constituted with the following members:

SNO	Name	Designation
1	Dr. Seshachalam D. Vice-Principal	Chairperson
2	Wg Cdr R. A. Raghavan (R) Director, BMSET	Member
3	Concerned Head of the Department/ Section	Member
4	One Faculty Member from Respective/Department/Section on Invitation	Invitee
5	Sri. H. Venkatesh Registrar	Member
6	Sri. R. Balaji Procurement Manager, Stores Section	Member-Convener
Note	The Director, BMSET may nominate Finance Officer suitably in lieu.	

Quorum :	One-half of the total membership of the Committee
Meetings :	The committee shall meets at least twice a year. Additional meetings may be convened as and when necessary

Functions:

- To facilitate in administering procurement process so as to maintain uninterrupted flow of materials/ services.
- To recommend the purchase of items and ensure correctness in all respects.
- To create norms/procurement policy document of the institution.
- Any other related duties/responsibilities as assigned from time to time.

Role of Member-Convener:

The Member-Convener shall, with the approval of the Chairperson (CPC), convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of decisions of the Committee

PRINCIPAL

To: The above members
Copy to: All Deans / All HODs / All Section Heads
Office Copy