



Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

**Sri Venkateswara College**

(University of Delhi)

NAAC Grade A+

**SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)**

**EVENT REPORT**

NAME OF THE EVENT: PROCUREMENT THROUGH GeM : A PRIMER			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
22.11.2023	BURSAR's OFFICE		Dr. S. Krishnakumar
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
10:00Am to 1:00PM	New Committee Room, Durgabai Deshmukh Block	15 participants+5 speakers	Offline
FINANCIAL SUPPORT/ASSISTANCE (if any):	Funds from college IQAC		


**BRIEF INFORMATION ABOUT THE ACTIVITY**

TOPIC/SUBJECT OF THE ACTIVITY	PROCUREMENT THROUGH GeM : A PRIMER
OBJECTIVES	To enhance the capacity of faculty as well as administrative and laboratory personnel on the process of procurement through GeM
METHODOLOGY	Workshop with hands on experience
INVITED SPEAKERS WITH AFFILIATION DETAILS ( IF ANY)	Dr. Narendra Kumar, Dr. Kameshhwar Sharma and Mr, Naveen from ICT
OUTCOMES	The participants were expected to help and co-ordinate in smoothing this process at the college level

**PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):**

1 Notice & Letters ✓	2 Number of Participants & Name of participants	3 Video clip	4 Photos ✓	5 Feedback Form & analysis
6 News clip with details	7 Sample Copy of the Certificate	8 Posters/ Invites	9 Event report Attested by ✓ Event Coordinator & IQAC Coordinator	10 Any other document

IQAC Document No: IQAC/BURSAR/01	Criterion No: VI
Departmental file no: IQAC/BURSAR/01	IQAC file No: IQAC/2023-24

NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Krishnakumar S		

Criterion I	Curricular Aspects (planning & Implementation)	Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation	Criterion VI	Governance ✓
Criterion III	Research, Innovations & Extension	Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure		

## REPORT

A workshop on Procurement Through GeM was organized at Sri Venkateswara College in New Committee Room, Durgabai Deshmukh Block on Nov 22, 2023 at 10 AM. The objective of the workshop was to streamline purchases in the college and make the procurement process more efficient. The commencement of the event featured opening remarks from Prof. K C Singh, Acting Principal, Sri Venkateswara College, who emphasized the need of such workshops for efficient functioning of the college. Subsequent to this, an introduction to the workshop was delivered by Dr S Krishnakumar who provided insights into General Financial Rules (GFR), particularly GeM as a significant component of GFR. He further provided an insight into the budget details of the college. The resource persons for the workshop were Lt. Dr Kameswara Sharma, Associate Professor, Biochemistry Department, SVC; Dr. Narendra Kumar, Associate Professor, Physics Department, SVC and Mr Naveen, Senior Technical Assistant, ICT, SVC. All the three resource persons possess expertise in GeM and shed light on the technicalities and intricacies inside and out. The workshop was enthusiastically attended by 21 people including faculty and technical, laboratory and administrative personnel.

Dr Kameswara Sharma outlined the procurement protocol and stressed the importance of securing administrative and financial approval for a particular product within ten days so as to avoid unnecessary repeated product searches. He also highlighted the role played by the department initiating purchase on the crucial role in ensuring timely payment. Dr Narendra Kumar clarified the procedures to be adhered in relation to product pricing in deciding between direct purchase or opting for the lowest price. Additionally, he elaborated on the golden parameters and circumstances under which we can seek permission to contact authorized dealer. He provided further explanation on the types of bidding and the relevance of Proprietary Article Certificate (PAC), Bid Order Questionnaire (BoQ) and Consignee Receipt and Acceptance Certificate (CRAC). Mr Naveen stressed on the bidding process on products above Rs 5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM. A thorough demonstration was also provided by Mr. Naveen and Dr. Kameswara explaining the whole procurement process. The speakers addressed and elucidated the queries raised by the attendees.

The workshop co-ordinated by was appreciated by all the attendees and recommendation for the organization of additional workshops of similar nature was proposed. A vote of thanks was delivered to the speakers by Mr. Anender Manjhi and closing comments by Dr S Krishnakumar, Bursar, co-ordinator of this workshop.

(This note was prepared by Dr. Mohita Bhagat, Department of Zoology)







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Date – 22 Nov 2023

**Workshop : Procurement through GeM : A Primer**

**Attendance Sheet**

S. No.	Name of participant	Signature
1	Dr. Lakshay Malhotra ( Biochemistry)	
2	Dr. Ravindra Upadhyaya ( Chemistry)	
3	Dr. Mohita Bhagat ( Zoology)	
4	Dr. Sachin Kumar (Botany)	
5	Dr. Hina Yadav ( Electronics)	
6	Dr. Anil Kumar ( Physics)	
7	Mr. Anil ( Chemistry)	
8	Ms. Nidhi Gulia (Zoology)	
9	Mr. Arun Sharma (Botany)	
10	Mr. Narasimha Rao ( Electronics)	
11	Mr. Anendar ( Physics)	
12	Mr. U R R Narendra ( Assistant and Caretaker)	

13. ANIL SINGH HARI (BIOCHEMISTRY)

14. Pawan Kumar Bera

15. VIKAS MOTLA

16. P. NARASIMHA RAO   
Bursar

Principal



# Procurement through GeM : A Primer **WORKSHOP**

## **Opening Remarks:**

**Prof. K C Singh,  
Acting Principal**

Resource Persons

**Dr. Kameshwar Sharma YVR  
Dr. Narender Kumar  
Mr. Naveen**

**Dr. S Krishnakumar  
Bursar(SVC)**

**NOV 22, 2023 | 10 AM**

## **Introduction:**

**Dr. S. Krishnakumar  
Bursar**

**Venue : New Committee  
Room, Smt. DD Block**

**Prof. K C Singh,  
Acting Principal(SVC)**



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## **CERTIFICATE**

This is to certify that the **Workshop on Procurement Through GeM** was successfully conducted on (22<sup>nd</sup> November 2023) from (10:00 AM to 1:00 PM) by (the Bursar's Office in collaboration with IQAC in the (Offline) mode and its event report has been submitted to IQAC for records.

Dr. S Krishnakumar

Event In-Charge

Prof. Swarn Singh

IQAC Coordinator

Prof. K Chandramani Singh

Principal