

ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY

(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)



Date:-02/06/2018

Purchase committee meeting to be held on 2nd June 2018 at 11.00a.m.in Principal Cabin

Following members were present

Sr. No	Name of member	Role in PC	Designation
1	Mr. Waseem J Khan	Chairman	Managing Director, Oriental Education Society
2	Dr(Mrs.) Sudha Rathod	Member Secretary	Principal, Oriental College of Pharmacy
3	Dr. V. S. Velingkar	Member	Third Party (outside member)
4	Dr.Mohib Khan	Member	Professor, Oriental College of Pharmacy
5	Dr.Pradnya Palekar-Shanbhag	Member	Professor, Oriental College of Pharmacy
6	Dr.Amjad Ali	Member	Assistant Professor, Oriental College of Pharmacy
7	Mr.Imtiyaz Ansari	Member	Assistant Professor, Oriental College of Pharmacy
8	Mr.Pramod Rajadkhshya	Member	Store-incharge,OCP

Agenda:-

1. To review of previous meeting.
2. Purchase made in the year A.Y.2017-18
3. Purchase to be made in the year A.Y.2018-19 department wise.
4. Any other matter with permission t chair person.

Principal
Dr.Sudha Rathod



Saturday, November 30, 2019

A purchase committee meeting of Head of the Departments was held ^{on} 20/11/2019 for which following members were present.

Sr. No.	Name of person	Role in PC	Designation	Signature
1	Dr. Sudha Rathod	Chairperson	Principal	
2	Dr. Pradnya Shanbaugh Palekar	Member	Professor	
3	Dr. Amjad Ali	Member	Associate Professor	
4	Mr. Imtiyaz Ansari	Member	Assistant Professor	
5	Dr. Mohib Khan	Member Secretary	Vice Principal	

Agenda

1. Review of previous meeting
2. Purchase of new instrument

Minutes of the Meeting

The meeting was chaired by Dr. Sudha Rathod, Principal, OCP. The meeting started at 2.00. p.m. with welcome words by Dr. Mohib Khan, Vice Principal, OCP.

1. The points under previous meeting were confirmed
2. Then unanimously was decided to ask **purchase instruments** which were as follow.

Sr No	Name of instrument	Make/Supplier	Price
Quality Assurance Department			
1	HPTLC*	Anchrom	10,00,000
2	Microwave Synthesizer	Labaidar	2,00,000
Pharmaceutics Department			
1	Digital Magnetic Stirrer	Remi	24,000
2	Digital pH Meter	Dolphin	8,7000
Pharmacology Department			
1	CNS Activity Recording System	VJ Instruments	2,19,000
2	Water Morris Maze	VJ Instruments	65,000
3	Y Maze	VJ Instruments	64,000

HPTLC*: It will be used by every department whenever needed

It was further said that the minutes of meeting would be kept in Governing Body Meet.

Dr. Sudha Rathod
Principal

Dr. Mohib Khan
Vice Principal



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07/11/2020

Purchase committee Meeting

Notice

Following members are hereby informed that there is **Purchase Committee Meeting** on **Monday, 9th November 2020 at 10:40 am 11:20 am.**

The agenda of the meeting is enclosed herewith.

Sr. No.	Name of Members	Designation
1.	Mr. Waseem Khan	Managing Director, Oriental Education Society
2.	Dr. Sudha Rathod	Principal
3.	Dr V.S.Velingkar	Third party (Outside member)
4.	Dr. Amjad Ali	Convener & HOD, Department of Pharmaceutical Chemistry
5.	Dr. Mohib Khan	HOD, Department of Pharmacognosy
6.	Dr. Pradnya Palekar -Shanbhag	HOD, Department of Pharmaceutics
7.	Dr. Vandana Jain	HOD, Department of Quality Assurance
8.	Mr. Imtiyaz Ansari	HOD, Department of Pharmacology
9.	Mrs. Rukhsana Parkar	Store-incharge

Sign.

Sudha Rathod

7/11/2020

Waseem Khan

V.S. Velingkar

Amjad Ali

7/11/2020

Rukhsana Parkar


SR
Dr. Sudha Rathod
Principal



07/11/2020

Agenda of Purchase committee meeting

1. To review and confirm minutes of previous meet
 - a) Equipments purchased:
Department of Pharmaceutics-Digital Magnetic stirrer & Digital pH meter
 - b) Equipments to be purchased:
Department of Pharmacology: CNS activity Recording System, Water Morris Maze & Y Maze.
Department of Quality Assurance: HPTLC
Department of Pharmaceutical Chemistry: Microwave synthesizer
2. To circulate format for requirement of equipment/machinery
3. To discuss procedure for purchase of equipment/machinery
4. Any other matter with the permission of the Chair


Dr. Sudha Rathod
Principal
Oriental College of Pharmacy



09/11/2020

**Attendance for Purchase Committee Meeting held on Monday, 9th November 2020 at 10:40 am
 11:20 am**

Sr. No.	Name of Members	Designation	Signature
1.	Mr. Waseem Khan	Managing Director, Oriental Education Society	
2.	Dr. Sudha Rathod	Principal	
3.	Dr. V.S. Velingkar	Third party (Outside member)	-
4.	Dr. Amjad Ali	Convener & HOD, Department of Pharmaceutical Chemistry	
5.	Dr. Mohib Khan	HOD, Department of Pharmacognosy	
6.	Dr. Pradnya Palekar -Shanbhag	HOD, Department of Pharmaceutics	
7.	Dr. Vandana Jain	HOD, Department of Quality Assurance	
8.	Mr. Imtiyaz Ansari	HOD, Department of Pharmacology	
9.	Mrs. Rukhsana Parkar	Store-incharge	


Dr. Sudha Rathod
Principal

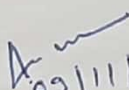


09/11/2020

Minutes of Purchase committee meeting

1. The points under previous meeting were confirmed.
2. The format for requirement of equipment/machinery circulated & discussed.
3. The procedure for purchase of equipment/machinery discussed. The flow chart guideline for purchase of equipment/machinery is attached herewith.
4. Lab assistants should submit the requirement of chemicals and glass wares for their laboratories. They should also give an account of unused chemicals and glass wares.
5. It is also told to submit required equipment list and chemicals for the practicals to the store in charge.
6. It is advised to check the condition of the equipment and available machines in their respective laboratories and enlist the damaged equipment for the repair.


Dr. Sudha Rathod
Principal

Prepared by
Dr Amjad Ali 
Convener & HOD,
Department of Pharmaceutical Chemistry



24/07/2021


Purchase committee Meeting

Notice

Following members are hereby informed that there is **Purchase Committee Meeting** on **Saturday, 24th July 2021 at 3:15 pm 4:15 pm.**

The agenda of the meeting is enclosed herewith.

Sr. No.	Name of Members	Designation
1.	Mr. Waseem Khan	General Secretary, Oriental Education Society
2.	Dr. Sudha Rathod	Principal
3.	Dr M.N.Saraf	Third party (Outside member)
4.	Dr. Amjad Ali	Coordinator & Associate Professor, Pharmaceutical Chemistry
5.	Dr. Mohib Khan	HOD, Pharmacognosy
6.	Dr. Pradnya Palekar -Shanbhag	HOD, Pharmaceutics
7.	Dr. Vandana Jain	HOD, Quality Assurance
8.	Dr. Sayed Mateen	HOD, Pharmacology
9.	Dr Nutan Rao	HOD, Pharmaceutical Chemistry
10.	Mrs. Rukhsana Parkar	Store-incharge


Dr. Sudha Rathod
Principal



24/07/2021

Agenda of Purchase committee meeting

1. To review and confirm minutes of previous meet
 - a) Equipment purchased:
Department of Quality Assurance: CAMAG HPTLC
Department of Pharmaceutical Chemistry: Microwave synthesizer:
CATA-R
 - b) Equipments to be purchased:
Department of Pharmacology: CNS activity Recording System, Water
Morris Maze & Y Maze.
Department of Pharmacognosy: Incinerator
Department of Pharmaceutical Chemistry/QA: UV-VIS
Spectrophotometer
2. To discuss about the purchase of chemicals, reagents & glassware etc.
3. To discuss about the maintenance & repair of instrument /equipment/machinery.
4. Any other matter with the permission of the Chair

Dr. Sudha Rathod
Principal
Oriental College of Pharmacy



24/07/2021

**Attendance for Purchase Committee Meeting held on Saturday, 24th July 2021 at 3:15 pm
 4:15 pm.**

Sr. No.	Name of Members	Designation	Signature
1.	Mr. Waseem Khan	General Secretary, Oriental Education Society	
2.	Dr. Sudha Rathod	Principal	
3.	Dr M.N.Saraf	Third party (Outside member)	-
4.	Dr. Amjad Ali	Coordinator & Associate Professor, Pharmaceutical Chemistry	
5.	Dr. Mohib Khan	HOD, Pharmacognosy	
6.	Dr. Pradnya Palekar -Shanbhag	HOD, Pharmaceutics	
7.	Dr. Vandana Jain	HOD, Quality Assurance	
8.	Dr. Sayed Mateen	HOD, Pharmacology	
9.	Dr Nutan Rao	HOD, Pharmaceutical Chemistry	
10.	Mrs. Rukhsana Parkar	Store-incharge	

Dr. Sudha Rathod
 Principal



Minutes of Purchase committee meeting

1. The points under previous meeting read & confirmed.
2. It was decided to purchase the following equipment for
Department of Pharmacology: CNS activity Recording System, Water
Morris Maze & Y Maze.

Department of Pharmacognosy: five Incinerators

Department of Pharmaceutical Chemistry/QA: One UV-VIS
Spectrophotometer.

All the HODs has been asked to provide comparative quotations of their requirements from different vendors at the earliest by 05/08/2021. All HODs told that purchase of equipment /instrument /chemicals to be decided after comparison of cost, quality & features etc.

3. With respect to agenda no. 2 purchase of chemicals, reagents, glassware etc. It was suggested & informed by all HODs that right now there is no need of chemicals reagents, glassware etc. due to online mode. Dr (Mrs) Sudha Rathod informed that chemicals would be required after three months only when M.Pharm Sem-III research students will report to the college for their research work after vaccination of both the doses. For common chemicals required by all department laboratories, it can be purchased in minimum & sufficient quantity with good quality. All the HODs should sit together and make approved supplier's format. Chemicals should be purchased only from approved chemical suppliers.

4. With respect to agenda no. 3 maintenance & repair of instrument /equipment/machinery.

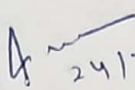
Principal Dr (Mrs) Sudha Rathod informed that it would come under purchase committee. She advised all HODs to prepare a list of maintenance & repair along with comparative quotations with the help of lab assistant & submit it to the purchase committee at the earliest. She added that a maintenance & repair above Rs. Five Thousand would come under purchase committee.

5. It was informed by the principal that there should be supportive signature of HODs, purchase committee coordinator & storekeeper for purchase & repair related matters.

Meeting ended with thanks to the Chair.



Dr. Sudha Rathod
Principal
Oriental College of Pharmacy

Prepared by
Dr Amjad Ali  24/7/2021
Coordinator & Associate Professor,
Department of Pharmaceutical Chemistry



06/05/2023

Purchase committee Meeting

Notice

Following members are hereby informed that there is **Purchase Committee Meeting** on **Tuesday, 09th May 2023 at 3:00 pm to 4:00 pm.**

The agenda of the meeting is enclosed herewith.

Sr. No.	Name of Members	Designation	Signature
1.	Mr. Waseem Khan	General Secretary, Oriental Education Society	
2.	Dr. Sudha Rathod	Principal	
3.	Dr M. N. Saraf	Third party (Outside member)	
4.	Dr. Amjad Ali	Coordinator & HOD, Pharmaceutical Chemistry	
5.	Dr. Mohib Khan	HOD, Pharmacognosy	
6.	Dr. Pradnya Palekar -Shanbhag	HOD, Pharmaceutics	
7.	Dr. Vandana Jain	HOD, Quality Assurance	
8.	Dr. Sayed Mateen	Asst. Professor, Pharmacology	
9.	Mr. P. D. Chopade	Asst Prof, Pharmaceutical Chemistry	
10.	Ms. Dipali Kumbhar	Non-Teaching staff member	
11.	Mrs. Rukhsana Parkar	Store-incharge	

Dr. (Mrs.) Sudha Rathod
Principal

Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.

Dr. Amjad Ali
Purchase Committee Coordinator

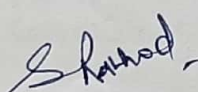




06/05/2023

Agenda of Purchase committee meeting

1. To review and confirm minutes of previous meet
2. To discuss about the purchase of chemicals, reagents & glassware etc.
3. To discuss about the maintenance & repair of instrument /equipment/machinery.
4. To approve vendors for purchase of chemicals and glasswares.
5. Disposal of expired chemicals.
6. Chemicals for B. Pharm Research Project.
7. Any other matter with the permission of the Chair.


Dr. (Mrs.) Sudha Rathod
Principal

Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.


Dr. Amjad Ali
Purchase Committee Coordinator





06/05/2023

Attendance for Purchase Committee Meeting held on Tuesday, 09th May 2023 at 3:00 pm to 4:00 pm.

Sr. No.	Name of Members	Designation	Signature
1.	Mr. Waseem Khan	General Secretary, Oriental Education Society	
2.	Dr. Sudha Rathod	Principal	
3.	Dr M. N. Saraf	Third party (Outside member)	
4.	Dr. Amjad Ali	Coordinator & HOD, Pharmaceutical Chemistry	
5.	Dr. Mohib Khan	HOD, Pharmacognosy	
6.	Dr. Pradnya Palekar -Shanbhag	HOD, Pharmaceutics	
7.	Dr. Vandana Jain	HOD, Quality Assurance	
8.	Dr. Sayed Mateen	Asso. Professor, Pharmacology	
9.	Mr. P. D. Chopade	Asst Prof, Pharmaceutical Chemistry	
10.	Ms. Dipali Kumbhar	Non-Teaching staff member	
11.	Mrs. Rukhsana Parkar	Store-incharge	

Dr. (Mrs.) Sudha Rathod
 Principal

Dr. (Mrs.) Sudha Rathod
 Principal
 Oriental College of Pharmacy
 Plot No. 3, 4 & 5, Sector-2,
 Sanpada, Navi Mumbai,

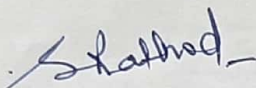
Dr. Amjad Ali
 Purchase Committee Coordinator




Minutes of Purchase committee meeting

1. The points under previous meeting were confirmed.
2. With respect to agenda no. 2 purchase of chemicals, reagents & glassware etc. It was suggested & informed by all HODs that there is need of chemicals reagents & glassware etc. due to offline mode right now. Dr.(Mrs) Sudha Rathod informed that chemicals will be required when M.Pharm sem-III students will report to college for their research work. For common chemicals required by all department laboratories it can be purchased in minimum & sufficient quantity with good quality.
3. With respect to agenda no. 3 maintenance & repair of instrument /equipment/machinery, Dr.(Mrs) Sudha Rathod madam told to enlist such instruments and get it repaired.
4. With respect to agenda no. 4, the vendors are approved for the purchase of chemicals and glasswares, for this purpose their service, quotation and quality is taken into consideration.(list attached)
5. With respect to agenda no. 5, disposal of expired chemicals is discussed and it was decided that it is to be done at the earliest as per the suitable method & SOP wrt to chemicals.
6. With respect to agenda no. 6, Chemicals for B. Pharm Research Project are discussed and it was decided to give order of these chemicals well in advance before the start of student's project.
7. It was decided to purchase FTIR as it is required for B.Pharm final year sem VIII research project, M.Pharm (QA & Pharmaceutics)students, PhD students research project. It is to be purchased with buy back offer.

8. It was decided to purchase spheronizer and particle size analyser by comparison of quotations of various companies.
9. All the HODs has been asked to provide comparative quotations of their requirements from different vendors at the earliest by 12/05/2023. All HODs told that purchase of equipment /instrument /chemicals to be decided after comparison of cost, quality & features etc.


Dr. (Mrs.) Sudha Rathod
Principal

Dr. (Mrs.) Sudha Rathod
Principal
Oriental College of Pharmacy,
Plot No. 3, 4 & 5, Sector-2,
Sapada, Navi Mumbai.


Dr. Amjad Ali
Purchase Committee Coordinator

