



Thursday, 5th March, 2015

RULE NO. 1 of 2015

Rules of procedure at Meeting of the Purchase Committee .

Whereas, it is expedient to make Rules regarding procedure of the Purchase Committee at the meeting, the Management Council is hereby pleased to make the following Rules :-

1. This Rule shall be called “**Rules for procedure of the Purchase Committee meeting, Rule 2015**”.
2. This Rule shall come into force with effect from the date of its approval by the Management Council.
3. The Purchase Committee, formed by the respective authority under clause (b) of sub-Section (3) of the Section 75 of Maharashtra Universities Act, 1994.
4. The quorum for the meeting shall ordinarily be one third of the sitting members.
5. If there is no quorum, the meeting shall be adjourned by the Chairman to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting.
6. Not less than twenty days, notice of a meeting shall be given.

Provided in case of an emergency, an emergent meeting convened by the Chairman, such previous notice shall be given as the circumstances in each case may permit.

7. The date, time and place for the meeting shall be fixed by the Chairman of the committee.
8. The Agenda shall be despatched seven clear days before the date of the meeting, other than an emergent meeting.
9. No business shall be considered at the meeting other than specified in the Agenda. A meeting may be adjourned to any day in order to complete the unfinished business. Notice of such adjourned meeting shall also be sent to absent members.
10. If the Chairman is absent at the meeting, the members present shall elect a person from amongst themselves to preside over the meeting.
11. All items, questions, matters or proposals on the agenda shall be decided by the majority of votes of members present. The Chairman shall have a vote. In case of an equality of votes, the Chairman shall have a casting vote.
