



## Annual Procurement Plan 2023-2024

### Objective:

This plan outlines the strategic procurement of resources for upgrading college infrastructure, academic departments, and administrative functions. It aims to enhance teaching, learning, research, and extracurricular activities, providing a holistic development platform for students and faculty. The execution of this plan is contingent upon fund availability and actual requirements raised by the departments and offices.

### 1. Physics Laboratory

**Purpose:** To modernize the lab with advanced tools for conducting theoretical and applied physics experiments.

#### Proposed Procurements and Upgrades:

**Advanced Equipment:** Digital oscilloscopes, spectrometers, signal generators, and laser equipment.

**Experimental Apparatus:** Optical benches, calorimeters, pendulums, and mechanics kits.

**Consumables:** Wires, resistors, diodes, capacitors, and other components required for circuit experiments.

**Safety Enhancements:** Fire extinguishers, circuit testers, and grounding systems.

**Maintenance:** Repair of existing equipment and calibration of sensitive instruments.

### 2. Chemistry Laboratory

**Purpose:** To enable precise chemical analysis and enhance safety protocols.

#### Proposed Procurements and Upgrades:

**Laboratory Instruments:** pH meters, spectrophotometers, gas chromatography units, and distillation setups.

**Glassware and Consumables:** Beakers, test tubes, pipettes, burettes, and reaction vessels.

**Reagents and Chemicals:** Acquisition of standard and rare chemicals for diverse experiments.

**Safety Measures:** Installation of fume hoods, eye-wash stations, and spill containment kits.  
**Infrastructure Upgrade:** Renovation of storage facilities and addition of chemical storage cabinets.

### **3. Botany Laboratory**

**Purpose:** To support advanced research and practical studies in plant sciences.

#### **Proposed Procurements and Upgrades:**

**Equipment:** Compound microscopes, autoclaves, laminar airflow systems, and plant growth chambers.

**Specimens and Models:** Herbarium sheets, preserved plant samples, and detailed plant anatomy models.

**Field Research Kits:** Soil testing kits, pH meters, and portable sampling tools.

**Digital Resources:** Botanical image databases and software for plant identification and classification.

### **4. Zoology Laboratory**

**Purpose:** To deepen the understanding of animal anatomy, physiology, and biodiversity.

#### **Proposed Procurements and Upgrades:**

**Dissection Tools:** Advanced kits for detailed animal studies.

**Specimens:** Live or preserved specimens and skeletal models for various species.

**Microscopy Equipment:** Digital microscopes with image capturing capabilities.

**Preservation Tools:** Cold storage systems and preservation chemicals for specimens.

**Learning Aids:** Posters, charts, and digital guides on animal taxonomy and evolution.

### **5. Computer Laboratory**

**Purpose:** To strengthen digital literacy and provide hands-on training in computing and programming.

#### **Proposed Procurements and Upgrades:**

**Hardware:** High-performance desktops, laptops, and dedicated servers for projects.

**Software:** Licensed operating systems, programming tools, graphic design software, and cloud computing platforms.

**Networking:** Wi-Fi routers, switches, LAN cables, and network storage devices.

**Power Backup:** Uninterrupted Power Supplies (UPS) and backup generators for critical systems.

**Furniture:** Ergonomic chairs and workstations for students and staff.

## **6. College Library**

**Purpose:** To expand access to knowledge resources and enhance library services.

### **Proposed Procurements and Upgrades:**

**Books and Journals:** Academic textbooks, reference books, research journals, and periodicals.

**Digital Resources:** Subscriptions to e-books, online journals, and learning platforms like JSTOR and Springer.

**Technology:** Barcode scanners, RFID systems, and library management software.

**Infrastructure:** Comfortable seating, dedicated reading rooms, and improved lighting.

## **7. Music Laboratory**

**Purpose:** To provide a creative space for students to explore and develop musical talent.

### **Proposed Procurements and Upgrades:**

**Instruments:** Guitars, violins, pianos, drums, and traditional instruments.

**Recording Equipment:** Microphones, mixers, and software for sound recording and editing.

**Soundproofing:** Acoustic panels and noise isolation systems for practice rooms.

**Maintenance:** Repair and tuning of existing instruments.

## **8. College Infrastructure**

**Purpose:** To enhance the overall learning environment and operational efficiency.

### **Proposed Procurements and Upgrades:**

**Classrooms:** Installation of smart boards, projectors, and improved seating arrangements.

**Faculty Rooms:** Comfortable furniture, lockers, and sitting arrangement.

**Energy Solutions:** Solar panels, energy-efficient lighting, and eco-friendly waste disposal systems.

**Washroom Facilities:** Renovation of restrooms with modern fixtures and sanitation systems.

## **9. Sports Infrastructure**

**Purpose:** To promote physical fitness and provide opportunities for sporting excellence.

**Proposed Procurements and Upgrades:**

**Sports Equipment:** Cricket kits, badminton rackets, basketballs, footballs, and table tennis sets.

**Playgrounds and Courts:** Resurfacing of tracks, courts, and fields.

**Gymnasium:** Procurement of treadmills, weights, and exercise machines.

**Sports Facilities:** Installation of seating arrangements and changing rooms near sports areas.

## **10. College Office Requirements**

**Purpose:** To improve administrative efficiency and maintain smooth operations.

**Proposed Procurements and Upgrades:**

**Office Equipment:** Computers, printers, photocopiers, and document scanners.

**Furniture:** Ergonomic desks, chairs, and storage cabinets.

**Automation Systems:** Procurement of document management software and office productivity tools.

**Stationery and Supplies:** Regular stock of office essentials such as files, papers, and pens.

**Implementation Plan:**

1. **Departmental Needs Assessment:** Collection of detailed procurement lists from departments.
2. **Budget Allocation:** Prioritization of funds based on the criticality of requirements.
3. **Vendor Selection:** Transparent and competitive procurement process.
4. **Project Monitoring:** A committee will oversee timely execution and quality assurance.

Note: This is a tentative plan subject to modifications based on available funds and evolving needs.

Prepared by College Development Council in Consultation with Convener college purchase Committee