



Principal

OFFICE OF THE PRINCIPAL

GOVT. GIRDARI LAL DOGRA MEMORIAL DEGREE COLLEGE HIRANAGAR
(NAAC ACCREDITED WITH GRADE B+)

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Annual Procurement Plan (2024-25)

Objective: The objective of this annual procurement is to ensure timely, cost-effective and efficient acquisition of goods and services required for the institution's academic, administrative, and operational functions .

1. Department-Wise Procurement Requirements

A. Zoology Department

- **Double Battery Inverter with Batteries:** Ensure uninterrupted power for laboratory equipment.
- **All-in-One Computer:** For digital teaching, research, and maintaining records.
- **Charts, Specimens, and Models:** Aid in practical learning and better conceptual understanding.

B. Botany Department

- **Interactive Panel:** Enable smart teaching and presentations.
- **Charts and Slides:** Support practical teaching and lab experiments.
- **UPS:** Prevent equipment damage during power fluctuations.
- **All-in-One Computer:** For teaching and research.

C. Music Department

- **Harmonium:** Essential for music classes and cultural events.
- **Digital Tanpura:** For vocal practice and performances.
- **Other Musical Instruments:** To diversify music training and event preparation.

D. Physics Department

- **Sodium Bulb and Helium Bulb:** For spectroscopy and optics experiments.
- **Infrared Instrument:** To support advanced research in physics.
- **Laboratory Equipment:** Upgrade to meet the updated curriculum and lab needs.

E. Chemistry Department

- **Chemicals and Reagents:** For experiments and practical sessions.

- **Glassware:** Replacement of broken/damaged lab glassware.
- **Laboratory Equipment:** Procure updated apparatus as per syllabus.

F. Computer Science Department

- **Online UPS and Batteries:** Ensure uninterrupted operation of IT systems.
- **Computers:** Upgrade outdated systems and expand computer facilities.
- **Inverter:** Provide reliable backup power.
- **Interactive Panel:** For smart classroom learning.
- **Repair and Maintenance of Existing Computers:** Extend asset usability and efficiency.

G. Environmental Science (EVS) Department

- **Glassware:** Essential for experiments.
- **PH Meter:** For soil and water analysis studies.
- **Charts and Models:** Visual aids for teaching environmental processes.

H. Sports Department

- **Completion of Volleyball Court:** Develop a modern facility for sports and recreation.
- **Routine Sports Equipment:** Regular replenishment of essentials like balls, nets, and kits.
- **Sportswear and Uniforms:** For students participating in inter-college tournaments and events.

I. Library

- **RFID Implementation:**
- Installation of RFID systems for book tagging and inventory management.
- Includes scanners and RFID gates for security and efficiency.
- **Purchase of New Books:** Academic textbooks, references, and general reading material.
- **All-in-One Computer:** For cataloging, RFID operations, and database access.

J. Arts and Humanities Department

- **Library Resources:** Addition of new books, journals, and digital subscriptions.
- **Classroom Upgrades:** Smart boards, podiums, and desks.

- **Teaching Aids:** Visual charts, posters, and interactive tools.
- **Stationery and Art Supplies:** For creative projects and classroom activities.
- **Cultural Activity Props:** Equipment for drama, debates, and cultural events.

K. College Office

- **Furniture and Fixtures:** Office desks, chairs, and storage cabinets.
- **Office Equipment:** Multi-function printers, photocopiers, and scanners.
- **Stationery and Consumables:** For administrative tasks and record-keeping.
- **IT Upgrades:** Office computers and biometric systems for efficient operations.

L. Capital Expenditure (CAPEX)

- **Construction of College Parking Facility:**
 - A designated parking area with paved slots, eco-friendly features (solar lighting, rainwater harvesting), and CCTV surveillance.
- **Completion of Volleyball Court:** Under Sports Department (as noted above).

2. Implementation and Monitoring

- **Implementation Timeline**
- **Monitoring and Evaluation**
- **Departmental committees will oversee procurement.**
- **CAPEX projects like the parking facility will have regular progress inspections.**
- **Feedback loops for continuous improvement.**

Note this is a tentative plan subject to modification based on available funds and evolving needs .