



# GIRIJANANDA CHOWDHURY INSTITUTE OF PHARMACEUTICAL SCIENCE (GIPS)

(A Unit of Shrimanta Shankar Academy)

Approved by Pharmacy Council of India, New Delhi and AICTE, New Delhi,

Affiliated to Assam Science and Technology University

B Pharm Programme accredited by NBA

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DATE: 16/03/2022

## PURCHASE, INVENTORY CONTROL AND MAINTENANCE COMMITTEE

Respected Members,

The 30<sup>th</sup> meeting of Purchase, Inventory Control and Maintenance Committee (PICMC) of GIPS will be held on 17/03/2022 (Thursday) at 3.45 PM at GIPS Conference room. Therefore, you are requested to be present in the meeting to discuss the following agenda.

Agenda of discussion:

1. Confirmation of the minutes of the 29<sup>th</sup> meeting of PICMC held on 6<sup>th</sup> September, 2021
2. Discussion on purchase under AICTE funded RPS (NER) project
3. Discussion on purchase of Laboratory chemicals for B.Pharm, M.Pharm.
4. Reframing the rules in the purchase of laboratory and project chemicals.
5. Any other matter

Mrs. Ankita Kashyap

Convener,

Purchase, Inventory Control and  
Maintenance Committee, GIPS

**Encls.:**

1. Minutes of the 29<sup>th</sup> meeting of Purchase, Inventory control and Maintenance committee.

**Copy to:**

1. Dr. Gouranga Das, Principal GIPS, Chairman PICMC.
2. Sri A. N. Chowdhury, Joint Secretary SSA, Member PICMC.
3. All the members
4. Office file.



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## Minutes of 29<sup>th</sup> Meeting of Purchase, Inventory Control and Maintenance Committee:

The 29<sup>th</sup> meeting of PICMC was held on 6th September, 2021 at GIPS conference room. The meeting was presided by Mr. A.N. Chowdhury, Joint Secretary, SSA. Following members were present in the meeting:

1. Mr. A.N. Chowdhury, Joint Secretary, SSA, Member
2. Dr. Dipankar Saha, Invitee
3. Mrs. Ankita Kashyap, Convener
4. Mrs. Madhuchandra Lahan, Member
5. Mr. Mrinmoy Deka, Member
6. Dr. Anupam Sarma, Member
7. Mr. Bipul Sarma, Member
8. Mr. Biswajit Baruah, Member

### Agenda wise Discussion:

1. Confirmation of the minutes of the 28<sup>th</sup> meeting of PICMC held on 4<sup>th</sup> May, 2021

#### Resolution:

Members of the committee accepted the proceedings of the 28<sup>th</sup> meeting

#### Action taken:

2. Discussion on purchase under AICTE funded RPS (NER) project

#### Resolution:

Committee approved the purchase under AICTE funded RPS (NER) project.

Mr. A.N. Chowdhury suggested to send the photos or video clips of newly installed machines to SSA Panbazar.

**Action taken:** Photos of the newly installed Microwave Synthesizer was sent to SSA, Panbazar

3. Discussion on purchase of chemicals for D.Pharm, B.Pharm, M.Pharm

#### Resolution:

Committee approved the Comparative statement of price for chemicals for chemicals

**Action taken:** Order placed to Krishna Enterprise, North East Chemicals, Yarrow Chem Products

4. Approval of New member

**Resolution:** Committee approved the new member

**Action taken:** Mrs. Madhuchandra Lahan is the new member

5. Any other matter

**Resolution:** Mr. A.N. Chowdhury asked to check the instruments and to do internal audit from time to time

**Action taken:** Dr. Anupam Sarma is looking after the matter




30<sup>th</sup> PICMC Meeting


17/03/2022

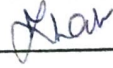
A meeting of PICMC was held on 17/03/2022 at 3:45 PM at GIPS conference Hall 1. The meeting has been presided by Mr. A.N. Chowdhury, Joint Secretary, SSA & Member, PICMC.

Members Present:


1) Mr. A.N. Chowdhury. A.N. Chowdhury


2) Dr. Bipankar Saha 


3) Mrs. Anjali Kashyap 

4) Mrs. Madhuchandra Khatun 

5) Biswajit Baruah 

6) Bipul Sarma 

7) Animesh Deka 

8) Dr. Anupam Sam 

9) Manoj P. Saha 