The existing procurement plan exceeds the fund allocated under for procurement head that is 6 Cr. Hence the procurement plan needs to be modified partially. The principal suggested removing some items that are mentioned below in section (a). Further, the principal suggested adding some more important items in the procurement plan listed in section (b).

1. List of items to be removed from the existing procurement plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Item name** | **Amount** | **Comments** |
| 1 | Dream Viewer | 3,00,000 |  |
| 2 | Adobe professional | 1,00,000 |  |
| 3 | White board | 2,00,000 | Not required now. |
| 4 | Office almirah without locker | 4,00,000 | Sufficient amount of office almirah with locker has already been purchased |
| 5 | Podium set | 14,00,000 | Non delivered, needs modification in spec. |
|  | **TOTAL** | **31,50,000** |  |

1. Items to be included in the procurement plan. The justification to include these items are also presented.
2. **Laptop.** Previously purchased laptops are 7 in quantity. More no of laptops are required for the faculty involved in various activities such as academic, procurement, finance, NBA, Library management, AICTE, office of TEQIP, Head of the departments etc. The need for portable working space.The laptops will be accommodated within the procurement plan of desktop computers i.e. 1.0 Cr.
3. **Drawing board.** Older drawing boards are severely damaged and need immediate replacement.
4. **Training for Cambridge English:** To improve our students’ communication skills.
5. **Repairing and renovation of Labs, Workshops and Library.**