



|| Jai Sri Gurudev ||

**Sri Adichunchanagiri First Grade College**  
**Channarayapatna-573116**

**INTERNAL QUALITY ASSURANCE CELL**

Date: 03-06-2024

Time: 2.00 PM

Venue: Administrative Office (G2 Room)

Administrative Training Programme  
Enhancing Purchase Management Skills

Divine Blessings

His Holiness Paramapoojya Jagadguru Padmabhushana  
Sri Sri Sri Dr. Balagangadharanatha Mahaswamiji

Gracious Blessings

Poojya Sri Sri Sri Dr. Nirmalanandanatha Mahaswamiji  
Poojya Sri Sri Shambhunatha Swamji

- Welcome Speech** : **Miss. Soundarya**  
First Division Assistant
- Keynote Address** : **Dr.B.N.Chandrashekar**, HOD,  
Department of Chemistry
- Resource Person Talk** : **Mahendra.K.B**,  
Advocate and Tax consultant  
Channarayapatna
- Presidential Talk** : **Dr. M.K. Manjunatha**, Principal
- Vote of Thanks** : **Mr.Bhaskara. J**, Asst Prof.,  
Department of Physical Education &  
Sports
- Convener** : **Dr.B.N.Chandrashekar**, HOD,  
Department of Chemistry

**Cordially invite Teaching & Non-Teaching Faculty**



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**Internal Quality Assurance Cell**

**A Brief Report on  
Administrative Training Programme on "Enhancing Purchase  
Management Skills"  
(03-06-2024)**

The Administrative Training Programme aimed to enhance the skills and knowledge of both teaching and non-teaching employees in various administrative areas to improve overall institutional efficiency and effectiveness. The Administrative Training Programme, organized by the IQAC, was conducted on 3rd June 2024. The programme focused on equipping participants with the necessary tools and techniques to excel in their administrative roles within the institution. It brought together both teaching and non-teaching staff members to foster collaboration and holistic development. The Administrative Training Programme on "Enhancing Purchase Management Skills" was quite informative and engaging. Mahendra.K.B, the Tax consultant, appears to have provided a detailed insight into the topic, likely sharing strategies and best practices to improve purchase management within the context of the institution.

Manjunath. M.K, the Principal, seems to have emphasized the importance of staying updated with new software tools, recognizing their potential to streamline and enhance purchase management processes. This focus on technological advancements indicates a commitment to efficiency and effectiveness in managing purchases.

Dr. Chandrashekar.B.N's contribution in providing guidelines underscores the significance of purchase management within higher education institutions. His guidance likely highlighted the impact of effective purchase management on the overall functioning and success of the institution, emphasizing the need for adherence to established protocols and procedures in this regard. Overall, it seems like a well-rounded training program addressing various aspects of purchase management in the educational context.

Mahendra K.B.'s detailed report on purchase management strategies within the institution, he covered various aspects to enhance efficiency and

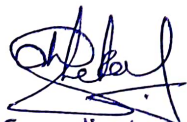
Co-ordinator  
IQAC  
S. A. F. G. College  
Channarayapatna-573116  
Hassan Dist

effectiveness in procurement processes. Here's a highlighted he delivered in his talk:



1. **Current State Analysis:** Mahendra began by assessing the current purchase management practices within the institution. This included analyzing existing processes, identifying pain points, and understanding areas for improvement.
2. **Regulatory Compliance:** As a tax consultant, Mahendra emphasizes the importance of compliance with relevant tax laws and regulations governing purchase transactions. He may provide insights into how to navigate tax implications effectively.
3. **Cost Optimization:** One of the key focuses of the report would be on strategies to optimize costs associated with purchases. This may involve negotiating better deals with suppliers, leveraging economies of scale, and identifying cost-saving opportunities.
4. **Supplier Relationship Management:** Mahendra emphasized the significance of building strong relationships with suppliers. He provided recommendations on how to select reliable suppliers, negotiate favorable terms, and establish long-term partnerships.
5. **Technology Integration:** In today's digital age, technology plays a crucial role in streamlining purchase management processes. Mahendra suggested adopting procurement software or other technological solutions to automate tasks, track purchases, and improve overall efficiency.
6. **Risk Management:** Identifying and mitigating risks associated with purchases is essential. Mahendra highlighted the importance of conducting due diligence on suppliers, monitoring market trends, and implementing risk management strategies to safeguard the institution's interests.
7. **Training and Development:** Mahendra suggests investing in training programs to enhance the skills of procurement staff. This could include training on negotiation techniques, contract management, and compliance requirements.

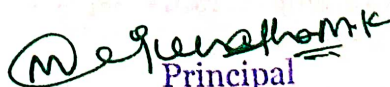
Overall, it offered a comprehensive roadmap for improving purchase management within the institution, covering various aspects ranging from compliance and cost optimization to supplier relationship management and technology integration.



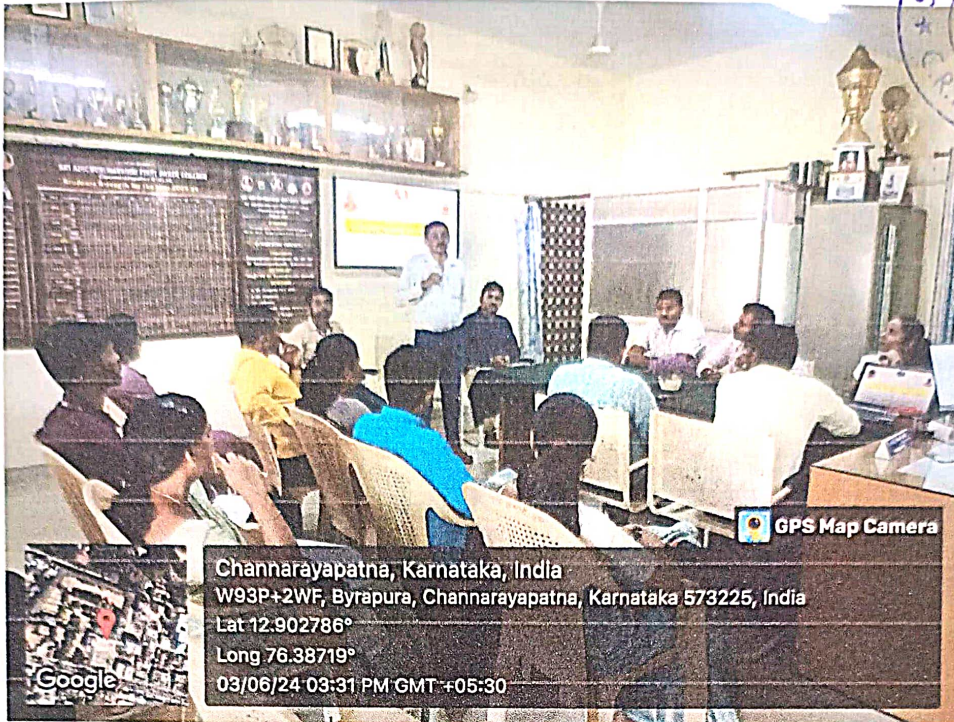
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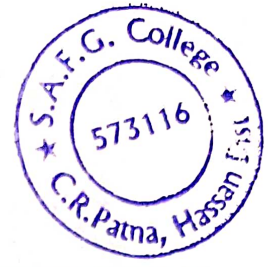
Principal  
Sri Adichunchanagiri First Grade College  
Channarayapatna



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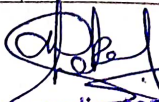
**Internal Quality Assurance Cell**

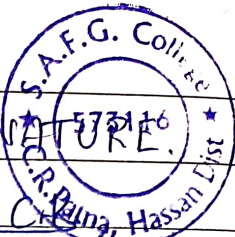
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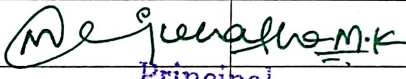
Date: 03/06/2024

**Attendance Sheet**

Sl.No	NAME	DEPARTMENT	SIGNATURE
01	SIDDARATHU	Pol- Science	
02	Karthik. S	Physics	
03	Ningorsha M.R	Kannada	
04	Soundarya. B	Administrative	
05	Lokesh. G.S.	Economics	
06	sowmya c.v	Botany	
07	Pavan H.G	Commerce	Pavan H.G
08.	SUSHMITHA R.	Mathematics	
09	Shekhirman	History	
10	Shivappa K.S.	Kannada.	
11	Dr. Praveen Kumar	Sociology	
12	Ningorsha	English	
13,	NABASIDHAMURTHY.P	Commerce	
14	Sreedhar. A.N	Commerce	
15.	Kavitha J.N.	Library & Inf. Centre	

  
Coordinator  
IQAC  
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Sl. No.	NAME	DEPARTMENT	SIGNATURE				
16)	Kauana C.K	English					
17)	ASHOK RAJA S.R.	Administrative					
18)	Mrs. Nirupama M.	Zoology					
19)	Dr. B.N. Chandraseker.	Chemistry					
20)	IBHASKARA J.	Phy - Edu.					
 <b>Coordinator</b> <b>IQAC</b> <b>S. A. F. G. College</b> <b>Channarayana-573116</b> <b>Hassan Dist.</b>		 <b>Principal</b> <b>Sri Adichunchanagiri First Grade College</b> <b>Channarayana</b>					