

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR GIRLS, SECTOR- 14, GURUGRAM

Dated: 08/06/2026

NOTICE

A meeting of all the members of IQAC Committee, Gem Convenor would be held tomorrow 9/06/2026 at 11 AM in meeting room. All are requested to attend the same positively.

MEMBERS OF IQAC COMMITTEE

Sr. No.	Name and Designation	Remark
1	Dr. Jitendra Malik, Principal	Chairperson
2	Sh. Gagnesh, Assistant Professor in Computer Science	Co-Ordinator
3	Mrs. Manjula Verma, Assistant Professor in Computer Science	Member
4	Mr. Rajesh Beniwal, Assistant Professor in Comp. Science	Member
5	Mrs. Ritu Malik, Assistant Professor in Physics	Member
6	Mrs. Manisha, Associate Professor in Commerce	Member

GEM CONVENOR-

1. Mrs. Vasudha Sharma Assistant Professor Computer Science.

Principal
PRINCIPAL
Govt. College For Girls
SECTOR-14, GURUGRAM

Minutes of Meeting

Date: 9/06/2026

Time: 11 AM

Venue: Meeting Room

Topic: Government e-Marketplace (GeM) Procurement Process

Proceedings

Mr. Gagnesh, Coordinator, welcomed the Chairperson, Principal Mr. Jitendra Malik, and all IQAC members. He highlighted the significance of the Government e-Marketplace (GeM) as the official online procurement platform of the Government of India, designed to facilitate transparent, efficient, and cost-effective procurement of goods and services by government organizations.

A detailed discussion was held on the various stages of procurement through the GeM portal, including user registration, procurement methods, order management, and payment procedures. The members appreciated the advantages of digital procurement in ensuring accountability, reducing paperwork, and promoting fair competition.

The following points were discussed:

1. The objectives and significance of the GeM portal in ensuring transparency, efficiency, accountability, and cost-effectiveness in government procurement.
2. The registration process on the GeM portal, including the roles and responsibilities of the Primary User and Secondary Users.
3. Product and service listing by registered sellers, along with complete specifications, pricing, and quality standards.
4. Various procurement methods available on the GeM portal, including Direct Purchase, L1 Purchase, Bidding, and Reverse Auction, along with their applicability.
5. Generation of online Purchase Orders (POs) and contract management through the GeM portal.
6. Procedures for delivery, inspection, acceptance, and receipt of goods and services by the buyer.
7. The digital payment process and the importance of timely settlement of payments to vendors through the GeM platform.
8. The significance of maintaining product quality, seller ratings, buyer feedback, and performance monitoring for ensuring reliable procurement.
9. The benefits of the GeM portal in minimizing paperwork, enhancing competition among vendors, ensuring transparency, and improving overall procurement efficiency.
10. The need to create awareness among faculty and administrative staff regarding GeM procedures and procurement guidelines.
11. Members unanimously agreed to encourage the use of the GeM portal for all eligible government procurements in accordance with Government of India norms and institutional policies.

Committee Members & Incharges

1. Mr. Gagnesh *G.*
2. Ms. Manjula Verma *MV*
3. Mr. Rajesh Beniwal *MB*
4. Ms. Manisha *Manisha*
5. Ms. Ritu Malik *Ritu*
6. Ms. Vasudha *Vasudha*

[Signature]
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