

OFFICE OF THE DEAN (STUDENT WELFARE)
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

No. DSW/IIT(ISM)/97/2019

March 12, 2019

Subject: Approved Guidelines of purchases related to various Student club activities

For smooth and proper functioning of different student clubs, the following guidelines are prescribed related to purchases and also to manage day to day financial and other aspects:

1. A tentative annual budget of the club activities will be prepared by the concerned club Coordinator and submitted to the Faculty Advisor. After scrutiny, the same shall be recommended by the Faculty Advisor to Dean (SW) for his approval. All expenditures will be incurred in accordance with approved budget only.
2. Requirement of clubs will be submitted by the club Coordinator to the Faculty Advisor. Required items may be purchased from online sources or from local market depending upon the rate reasonability, requisite quality/ quantity, exigency etc.
3. For online purchases, payment may be made from the advance sanctioned to the Faculty Advisor or cash on delivery option may be opted. For purchase from local market, payment may be released directly to the vendor as done for Institute purchases or if required cash payment (below Rs. 5000/-) may be made from the advance sanctioned to the Faculty Advisor.
4. Indent for purchase of goods may be prepared by the student member of club or club coordinator and submitted to the Faculty Advisor. Indent form is placed at **Annexure – 1**. For purchases up to Rs. 10,000/- no prior approval of Dean (SW) will be needed. Faculty Advisor may approve the indent if the same is the part of approved budget.
5. After procurement, bills to be submitted to Dean (SW) for expenditure sanction and releasing/reimbursement of payment. Piece meal purchase (splitting of requirement) should be avoided. Indent above Rs. 10,000/- shall require prior approval of the Dean (SW).
6. Due to functional requirement, procurement may also be done by taking advance of appropriate amount by the concerned Faculty Advisor. Faculty Advisor will maintain a register for making expenditure from advance. If cash is required for purchase of any items, requisite amount may be handed over to the student with due entry and signature of student in the advance register and on submission of advance form placed as **Annexure - 2**. In case of any default by the students, the said amount will be shown as No-Dues against the concerned student. Adjustment of advance must be submitted within fifteen days from the date of purchase. Second advance shall be sanctioned only after adjustment of first advance. Advances shall not be sanctioned directly in the name of student.
7. In accordance with Institute Purchase Manual, goods up to a value of Rs.25,000/- (Rupees twentyfive thousand only) on each occasion may be made without inviting quotations/bid. Purchase of goods having value ranges between Rs.25,000/- to 2,50,000/- on each occasion

may be made by inviting minimum three quotations/bid by a local purchase committee (LPC). LPC will comprise of three faculty members including Faculty Advisor of the concerned club to be approved by the Dean (SW).

8. Purchase of goods having value above Rs. 2,50,000/- on each occasion may be made through Limited Tender Enquiry/ Open Tender Enquiry. Purchases to be executed by a duly approved committee as per the norms mentioned in Institute Purchase Manual.
9. For miscellaneous items, for which it is generally difficult to obtain GST Bills, up-to Rs.5000/- in a month, for specific club activities, non-GST bills may be accepted with proper justification of non-submission of GST bills.
10. Faculty advisors will ensure the release of payment to the students/supplier/party within a month of the date of the invoice.
11. Every club is required to maintain stock register for consumable and non-consumable items separately as laid down in Institute Purchase Manual.
12. Faculty Advisors of the clubs are required to provide self-certification and stock entry details on bill/invoice recorded by him/her as laid down in Institute Purchase Manual.
13. To the extent possible, all the payments will be made by account payee cheque. Payment of Rs. 5000/- and above are mandatorily to be released by account payee cheque.

All concerned are hereby requested to adhere the guidelines please.

Sd/-
Dean (Student Welfare)

Annexure - 1

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

OFFICE OF DEAN (STUDENTS WELFARE)

NAME OF THE CLUB

Indent form for Student Club related purchase

Sr. No.	Particulars	Details
1.	Name of the Students	
2.	Admission No.	
3.	Description of goods to be purchased	
4.	Estimated Cost of goods	
5.	Consumable/ Non-consumable	
6.	Mode of procurement (online/ local market)	
7.	Budget serial no. for indented goods	
8.		
<p>I do hereby undertake that goods will be purchased from reliable source and with reasonable rates and requisite quality.</p> <p style="text-align: right;">(Signature of Student)</p>		
<p>Comments/ recommendation of club coordinator</p> <p style="text-align: right;">(Signature of club coordinator)</p>		
<p>Approved/ Not approved (Up to Rs. 10,000/- only) OR Recommended/ Non-recommended (Above Rs. 10,000/-)</p> <p style="text-align: right;">(Faculty Advisor)</p>		
<p>Approved/ Non-Approved</p> <p style="text-align: right;">Dean (SW)</p>		

Annexure - 2

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

OFFICE OF DEAN (STUDENTS WELFARE)

NAME OF THE CLUB

Form for seeking advance from Faculty Advisor

Sr. No.	Particulars	Details
1.	Name of the Students requesting for advance	
2.	Admission No.	
3.	Amount of Advance	
4.	Purpose of Advance/ Description of item to be purchased	
5.	Mode of procurement (online/ local market)	
6.	Whether any previous advance outstanding	
7.	Budget serial no. for proposed expenditure	
<p>I do hereby undertake that I will spend the money for the purpose it has been drawn and submit the bills for adjustment positively within 15 days from the date of purchase and unspent balance, if any, will be refunded back immediately after purchase of items. Default in adjustment of advance will be entered in my no dues.</p> <p style="text-align: right;">(Signature of Student)</p>		
<p>Comments/ recommendation of club coordinator</p> <p style="text-align: right;">(Signature of club coordinator)</p>		
<p>Approved/ Not approved (If approved, advance entered in advance register in the name of concerned student with his signature)</p> <p style="text-align: right;">(Faculty Advisor)</p>		