SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA

INSTITUTION'S INNOVATION COUNCIL (IIC)

LOGISTICS & PROCUREMENT CONSTITUTION
2026 – 2036

Master SOP for Financial Integrity, Resource Acquisition, and Expenditure Sovereignty

The Definitive Spoon-Feeding Manual for the Council's Treasure: Mastering Procurement Lifecycles, GST Compliance, and the "Lowest-Cost" Standard for the Next Decade.

Custodians:
Logistics Head & Co-Head
IIC SIT Lonavala

Approving Authority:
Dr. M.S. Chaudhari
Dean R&D and President IIC

Classification: Restricted/Internal
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1   ARTICLE I: FOUNDATIONAL MISSION AND SCOPE

1.1   The "Guardian of the Treasure" Mandate

The Logistics and Procurement Team is the financial spine of the IIC. Their mission is to facilitate the acquisition of resources—from high-tech R&D hardware to basic event stationery—while ensuring absolute transparency and fiscal responsibility. They are the primary negotiators of the Council, tasked with achieving the "Lowest Market Cost" without compromising on technical specifications.

1.2   The "Fiscal Integrity" Rule

In the IIC, every rupee spent belongs to the institution. Mismanagement of funds, lost bills, or unverified purchases are treated as administrative failures. This team must operate with the precision of a corporate audit unit, ensuring that every expense is matched by a valid GST invoice and backed by a documented "Two-Step Validation."

2   ARTICLE II: DETAILED ROLES AND HIGH COMMAND

2.1   The Logistics Head (Chief Procurement Officer)

- **Financial Architect:** Owns the master balance sheet and tracks the utilization of allocated funds across all campuses.

- **Supreme Negotiator:** Finalizes deals with vendors to ensure the best possible pricing for the Council.

- **Tally Commander:** Conducts weekly audits with the Student President to match physical bills with digital records.

2.2   The Logistics Co-Head (Field Ops Lead)

- **Bill Custodian:** Manages the digital and physical "Bill Folders" and ensures daily log updates via Google Forms/Excel.

- **Inventory Dispatch:** Directly handles the transport and allocation of stationery and hardware for events.

- **Allowance Auditor:** Verifies traveling allowance (TA) claims as per Article IX.

3   ARTICLE III: PROCUREMENT LIFECYCLE & "BEST BUY" PROTOCOL

3.1   The Step-by-Step Acquisition Flow

No purchase shall be made without following the **IIC Standard Procurement Flow**:

1. **Requirement Receipt:** A Team Head (e.g., R&D) submits a specific hardware/stationery demand.

2. **Quotation Hunt:** Logistics must obtain a minimum of **three independent quotations** for items above 1000 INR.

3. **Price Comparison Report (PCR):** A side-by-side analysis of the three quotes, identifying the lowest price and best warranty terms.

4. **The "Best Buy" Selection:** Documentation of why a specific vendor was chosen (Price vs. Quality vs. Speed).

3.2 Two-Step Validation (TSV)

To prevent incorrect technical purchases:

- **Step 1:** The requesting Head (R&D/Tech) verifies the technical specifications of the item.

- **Step 2:** The Logistics Head verifies the price, vendor reliability, and GST compliance.

- *Purchase is only initiated after both signatures are obtained.*

4   ARTICLE IV: THE FUND APPROVAL HIERARCHY

4.1   Mandatory Permission Brackets

To ensure accountability, spending power is strictly tiered:

1. **Tier 1 (Up to 5,000):** The Student President has the authority to approve immediate spending for operational needs.

2. **Tier 2 (Above 5,000):** Requires a formal proposal presentation to the Faculty Board (President IIC and Board Members). Funds are only allocated after a "Board Resolution" is signed.

3. **The Proposal Rule:** Every fund request must be accompanied by a "Need-Analysis Report" from the requesting team.

5   ARTICLE V: BILLING STANDARDS & GST COMPLIANCE

5.1   The "Valid Bill" Definition

A bill is only considered valid if it meets the following **MoE Compliance Standards**:

- **Entity Name:** Billed strictly to: *"Sinhgad Institute of Technology, Lonavala - IIC."*

- **GST Mandatory:** No hand-written "kacha" bills are accepted. Every purchase must have a computerized GST invoice.

- **Billing Details:** Must include the vendor's GSTIN, date, HSN code, and the accurate description of the item.

6 ARTICLE VI: DAILY EXPENSE TRACKING & DRIVE SYNC

6.1 Real-Time Accounting

Logistics must maintain a "Live" digital ledger.

- **Daily Entry Rule:** Every expense made during the day must be logged into the **IIC Logistics Google Form** by 21:00 IST the same day.

- **Cloud Archival:** High-resolution scans of all physical bills must be uploaded to the "IIC Finance Repository" (Google Drive) within 24 hours.

- **The Weekly Tally:** Every Saturday, the Logistics Head must meet the President for a 15-minute "Tally Session" to reconcile the balance sheet.

7 ARTICLE VII: EVENT LOGISTICS MANAGEMENT

7.1 Stationery to Hardware

Logistics is the "Essential Partner" for every event.

- **Stationery Setup:** Managing the procurement of ID cards, pens, certificates, and banners in collaboration with D&C.

- **Technical Procurement:** Working with R&D and Technical teams to buy specific sensors, SoC boards, or tools. Logistics handles the "Buying," while the Tech Head handles the "Verification."

- **Storage Management:** All non-consumable assets must be returned to the Lab and logged back into the "Master Asset Register."

8 ARTICLE VIII: MONEY-SAVING MANDATE

8.1 Budget Optimization

The secondary mission of Logistics is to **Save Money**.

- **Bulk Buying:** Negotiating wholesale rates for recurring needs like 3D printer filament or stationery.

- **Vendor Tie-ups:** Establishing "Preferential Vendor" status with local shops for rapid procurement and credit-billing options (if approved by Faculty).

9 ARTICLE IX: TRAVELING ALLOWANCE (TA) PROTOCOL

9.1 Limits and Reimbursements

- **TA Only:** IIC only provides "Traveling Allowance" (e.g., Train/Bus fare) for official council travel.

- **Documentation:** No TA is reimbursed without a physical ticket and a "Travel Log" signed by the Lead.

- **Pre-Approval:** Travel exceeding 500 INR requires pre-approval from the Logistics Head to ensure the trip is cost-justified.

10 ARTICLE X: REAL-WORLD SCENARIO MITIGATION

10.1 Scenario A: Technical Specification Mismatch

If Logistics buys a "Raspberry Pi 4" when R&D explicitly required a "Raspberry Pi 5":

- **The Check-Step:** The TSV (Article III) should have caught this. If it didn't, the Logistics Head is responsible for the exchange cost.

- **Correction:** Logistics must initiate an immediate return/exchange with the vendor.

10.2 Scenario B: Lost Bill Crisis

If a major GST bill is lost before the audit:

- **Action:** Logistics must contact the vendor to obtain a "Duplicate Copy" with the vendor's stamp.

- **Prevention:** Daily Drive Uploads (Article VI) prevent this crisis.

11 ARTICLE XI: STEWARDSHIP AND MULTI-CAMPUS LEGACY

11.1 Dual-Campus Fund Sync

- **Unified Balance Sheet:** Maintaining a single dashboard that shows spending across both College A and College B to prevent redundant hardware purchases.

- **Asset Sharing:** Logistics coordinates the movement of expensive gears between campuses to maximize utility.

- **The Financial Heritage HDD:** A digital vault containing every PCR, vendor contact, and previous year's audit report for the 2030 leads to study pricing trends.

SIGNATORIES OF THE 2026 LOGISTICS CONSTITUTION

Logistics Head (CPO)   _Student President_   _Dean R&D (STES)_